



**REGULAR BOARD MEETING  
Tuesday, March 4, 2008 at 7:00 p.m.  
Windsor Essex Catholic Education Centre  
John Paul II Boardroom**

**A G E N D A**

I	In-Camera Meeting – 6:00 p.m.	Page #
II	Regular Meeting of the Board - 7:00 p.m.	

1. Call To Order
2. Opening Prayer
3. Recording of Attendance
4. Approval of Agenda
5. Questions Pertaining to Agenda
6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act.
7. Presentations
  - a. Differentiated Instruction Presentation - Immaculate Conception Catholic Elementary School and Catholic Central High School Project (L. Staudt) - -
8. Delegations
  - a. Delegation Regarding Items Not on the Agenda  
*3:11.1 Any person(s) wishing to make a formal presentation to the Board shall make their intent known, in writing, to the Secretary at least one week prior to the regular meeting. They shall briefly explain in their petition the nature of their business. Discussion shall be limited to the petition and shall be not longer than ten (10) minutes. The time limit can be waived by the consent of the majority of the Board.*
  - b. Delegations Regarding Items On the Agenda  
*3:11.2 Any person(s) wishing to appear before the Board and speak on an item appearing on the agenda of the Board Meeting has until NOON of the day of the Board meeting to make a request to the Secretary. They shall explain briefly the nature of their business. The discussion shall be limited to the item on the agenda and shall be no longer than ten (10) minutes.*

9.	Action Items	
	a. Approval of Minutes	
	i) Minutes of In-Camera Meeting, February 12, 2008	--
	ii) Minutes of Regular Meeting, February 12, 2008	1 - 8
	b. Items From In-Camera Meetings of February 12, 2008 and March 4, 2008	
10.	Communications	
	a. External (Associations, OCSTA, Ministry)	
	b. Internal (Reports from Administration)	
	i) Report: Administrative Staff Report (P. Picard)	9 - 11
	ii) Report: 2007 - 2008 Budget Status Report as of February 25, 2008 (M. Iatonna)	12 - 15
	iii) Report: School Budgets (M. Iatonna)	16 - 19
	iv) Report: Trustee Expenses 2006 - 2007 (M. Iatonna)	20 - 27
	v) Report: Employee Purchasing Cards Use 2006 - 2007 (M. Iatonna)	28 - 37
	vi) Report: Public Salary Disclosure Act, 1996 – Disclosure for 2007 (M. Iatonna)	38 - 40
	vii) Verbal Report: Watson & Associates – Long Term School Accommodation and Boundary Study Report (M. Iatonna)	--
	viii) Report: Special Education Funding/Reserve (M. Iatonna)	41 - 43
	ix) Report: Olde Sandwich Towne Interim Control By-Law (M. Iatonna)	44 - 58
11.	Unfinished Business: Nil.	
12.	New Business	
	a. Field Trips:	
	i) 2008 Spring Muskoka Woods Leadership Experience (C. Geml/P. Picard)	59 - 65
	ii) Holy Names Catholic High School - Quebec City (C. Geml)	66 - 75
	iii) Cardinal Carter Catholic High School - Boston, MA (P. Picard)	76 - 92
	b. Report: Realty Representation - Request for Proposal Results (M. Iatonna)	93 - 96
	c. Report: Upgrade to Wide Area Network - Report on Telephone Survey (L. Staudt/ M. Iatonna)	97 - 105
13.	Committee Reports:	
	a. Report: Audit Committee Report - Notes from Meeting of February 13, 2008 (M. Iatonna)	106 - 118
	b. Report: Annual Audit Committee Report 2007 (M. Iatonna)	119 - 127
	c. Report: Special Education Advisory Committee (SEAC) Meeting Minutes of January 17, 2008 (C. Geml)	128 - 132
14.	Notice of Motion	
15.	Remarks and Announcements	
	a. Chairperson	
	b. Director of Education	
	c. Board Chaplain	

16. Remarks/Questions by Trustees
17. Pending Items
  - a. DEFERRED REPORT: Children's Safety Village of Windsor and Essex County (M. Iatonna) (*Deferred from January 29, 2008 - To be presented at the April 1, 2008 Regular Board Meeting*))
18. Continuation of In-Camera, if required.
19. Future Board Meetings: (unless stated otherwise all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor)
  - Tuesday, April 1, 2008 (NEW DATE)
  - Tuesday, April 22, 2008
  - Tuesday, May 13, 2008
  - Tuesday, May 27, 2008
  - Tuesday, June 10, 2008
  - Monday, June 23, 2008
20. Closing Prayer
21. Adjournment

**John Macri**  
*Board Chairperson*

**Joseph Berthiaume**  
*Director of Education & Secretary-Treasurer*



1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: John Macri  
DIRECTOR OF EDUCATION: Joseph Berthiaume

**REGULAR BOARD MEETING**  
**Tuesday, February 12, 2008 at 7:00 p.m.**  
**Windsor Essex Catholic Education Centre**  
**John Paul II Boardroom**

**MINUTES**

**PRESENT**

**Trustees:**

F. Alexander	P. Keane
J. Courtney, Vice-Chair	J. Macri, Chair
M. DiMenna	S. Porcellini
B. Holland	L. Soulliere
Rev. L. Brunet, Board Chaplain	
N. Bradley, Student Trustee	
C. Resendes, Student Trustee	

**Regrets:**

C. Janisse

**Administration:**

J. Berthiaume (Resource)	J. Bumbacco
C. Geml	K. Gignac
M. Iatonna	P. Littlejohns
P. Picard	P. Murray
M. Seguin	

**Recorder:**

D. Steffens

1. Call To Order - Chair Macri called the meeting to order at 7:14 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with the reading of intentions and a prayer.
3. Recording of Attendance - Trustee Janisse sent regrets.
4. Approval of Agenda  
**Moved by Trustee DiMenna and seconded by Trustee Soulliere that the February 12, 2008 Regular Board meeting agenda be approved as distributed. Carried.**
5. Questions Pertaining to Agenda - None.

6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act. - Trustee Porcellini disclosed interest in relation to agenda item 12f Notice to Bargain - Ontario English Catholic Teachers' Association (OECTA) - Windsor-Essex Occasional Teacher Bargaining Unit and 12g Notice to Bargain - Ontario English Catholic Teachers' Association (OECTA) - Windsor-Essex Elementary Unit due to the employment of her husband and did not participate in the discussion or vote on any question raised on the items. Trustee Courtney also disclosed interest in relation to 12f and 12g at the point of discussion due to the employment of her daughter and did not participate in the discussion or vote on any question raised on the items.
7. Presentations
- a. St. Francis Catholic Elementary School - Lenten Project "O Ambassador Club" - Staff and students from St. Francis Catholic School were present to provide a brief overview of their school's "O Ambassadors: Globe Change Starts With Us" program. The "O Ambassadors" is a joint project of Oprah's Angel Network and Kids Can Free the Children to inspire young people to become active, compassionate and knowledgeable global citizens to create lasting change in the world. St. Francis' "O Ambassador Club" will organize activities to raise funds for their paired school in West Africa and to raise awareness of the global issues within West Africa. Their Lenten Project for this year will include fundraising for their paired school by the sale of t-shirts that showcase their "O Ambassador Club" L.E.A.D. pledge that shares their vision of leadership - to "love, educate, accept and dedicate."
8. Delegations
- a. Delegation Regarding Items Not on the Agenda - None.
- b. Delegations Regarding Items On the Agenda - None.
9. Action Items
- a. Approval of Minutes
- i) Minutes of In-Camera Meeting, January 29, 2008  
**Moved by Trustee Holland and seconded by Trustee Soulliere that the minutes of the Committee of the Whole Board In-Camera meeting of January 29, 2008 be adopted as distributed. Carried.**
- ii) Minutes of Regular Meeting, January 29, 2008  
**Moved by Trustee Soulliere and seconded by Trustee Holland that the minutes of the Regular Board meeting of January 29, 2008 be adopted as distributed. Carried.**
- b. Items From In-Camera Meeting of February 12, 2008
- Vice-Chair Courtney reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on February 12, 2008 pursuant to the Education Act - Section 207, consider specific personnel, pupil, real property matters and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

**Moved by Trustee Courtney and seconded by Trustee DiMenna that the recommendations and directions of the Committee of the Whole Board at its in-camera meeting of February 12, 2008 be approved. Carried.**

Vice-Chair Courtney made the following announcements:

- the receipt of the Administrative Staff Report, dated February 12, 2008 for information
- the approval of the County Elementary French Immersion Program to remain at the Holy Name Elementary School site for one-year, and the approval of a Committee to be struck to study the feasibility for continuation and possible expansion of the County French Immersion Program.

#### 10. Communications

a. External (Associations, OCSTA, Ministry) - None.

b. Internal (Reports from Administration)

i) Report: Administrative Staff Report

**Moved by Trustee Alexander and seconded by Trustee DiMenna that the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated February 12, 2008 for information. Carried.**

ii) Report: 2007 - 2008 Budget Status as of February 4, 2008

**Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive the 2007-08 Budget Status as of February 4, 2008 as information. Carried.**

iii) Report: Legal Services - November and December 2007

**Moved by Trustee Holland and seconded by Trustee Alexander that the Board receive the report Legal Services – November and December 2007 as information. Carried.**

iv) Report: School Council Liability Insurance

Trustees received a report indicating that the Board's insurance carrier, Ontario School Boards' Insurance Exchange (OSBIE), recently announced they are able to arrange Commercial General Liability coverage for School Councils for activities that would not be covered by the Board's policy. School Councils are currently being polled to determine their interest in purchasing the insurance. Administration will provide clarification to trustees and school councils on the definition of "parent" council and "school" council and will provide a comprehensive list of coverage is provided by both types of insurance policies.

**Moved by Trustee Porcellini and seconded by Trustee Soulliere that the Board receive the School Council Liability Insurance report as information. Carried.**

- v) Report: Special Education Budget Report for the Fiscal Year Ended August 31, 2007

Trustees received the annual budget report detailing the revenues and expenditures for the special education program for 2006-2007. The year-end actual expenditures of \$26,033,503 exceeded both the original budget set by the Board and the available revenues incurring a deficit of \$1,481,041. The Board has addressed the year-end deficit through the Financial and Operational Plan approved on January 15, 2008.

**Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive the Special Education Budget Report as information. Carried.**

- vi) Verbal Report: Long Term School Accommodation and Boundary Study - Watson & Associates - Superintendent reported that the final report is expected to be presented to trustees on March 4.

11. Unfinished Business: None.

12. New Business

a. Field Trips: None.

b. Report: Board Policy Amendments (for approval in principle): A: 19 Communicable Diseases

Trustees received a report indicating that a proposal for review and development of Board Policy A: 19 was brought to Executive Council by administration after consultation with the Joint Health and Safety Committee. The Policy Working Subcommittee and the Risk Management Committee prepared the policy development proposal with consideration for the Board motion of February 14, 2006 which directed administration to develop a Fifth Disease Policy to be presented to the Board for approval. The Draft policy will be brought back to the Board for final approval on April 1, 2008, to allow time for additional stakeholder input.

**Moved by Trustee Holland and seconded by Trustee Courtney that the Board approve in principle amendments to Policy A: 19 Communicable Diseases. Carried.**

c. Report: Board Policy Amendments (for approval in principle): ST:13 Safe Arrival - Elementary

Trustees received a report indicating that the policy review was conducted as part of the Board's Policy Review Plan for 2006-2007. The existing policy directs the establishment of safe arrival procedures in each elementary school which complies with Ministry Memorandum #123 dated February 2, 1999. The Policy Working Subcommittee recommends amendments to the policy to provide a process for reporting student absence in secondary schools. The Draft policy will be brought back to the Board for final approval on April 1, 2008, to allow time for additional stakeholder input.

**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board approve in principle amendments to Policy ST: 13 Safe-Arrival - Elementary. Carried.**

## d. Report: 2007 - 2008 Revised Capital Renewal Program

Trustees received a report providing an overview of the revisions to the 2007 - 2008 Capital Renewal Program that were made reflect the reduction of \$655,000 from the original \$3.1 million as approved in the Financial and Operational Plan on January 15, 2008. Projects that have been deferred may be considered under future funding sources, such as Good Places to Learn Phase III when it is announced by the Ministry.

**Moved by Trustee Porcellini and seconded by Trustee Holland that the Board approve the 2007 - 2008 Revised Capital Renewal Program. Carried.**

## e. Report: Canada Day Designation 2008

Trustees received a report indicating that the collective agreement with CUPE Local 1358.1 outlines that their members are paid for the holiday on the last scheduled day of work in June.

**Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board approve the designation of July 1, 2008 as Canada Day with the exception of CUPE Local 1358.1 which would be June 27, 2008. Carried.**

*Trustee Courtney disclosed interest in items 12 f and 12 g at this point due to her daughter's employment and did not participate in the discussion or vote on any question raised on the items.*

## f. Report: Notice to Bargain - Ontario English Catholic Teachers' Association (OECTA) - Windsor-Essex Occasional Teacher Bargaining Unit

Trustee received notice from the Ontario English Catholic Teachers' Association (OECTA) - Windsor-Essex Occasional Teacher Bargaining Unit indicating their intent to negotiate a renewal of the current collective agreement that expires on August 31, 2008.

**Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board enter into negotiations with the Ontario Catholic English Teachers' Association (OECTA) Windsor-Essex Occasional Teachers Bargaining Unit. Carried.**

## g. Report: Notice to Bargain - Ontario English Catholic Teachers' Association (OECTA) - Windsor-Essex Elementary Unit

Trustee received notice from the Ontario English Catholic Teachers' Association (OECTA) - Windsor-Essex Elementary Unit indicating their intent to negotiate a renewal of the current collective agreement that expires on August 31, 2008.

**Moved by Trustee DiMenna and seconded by Trustee Holland that the Board enter into negotiations with the Ontario Catholic English Teachers' Association (OECTA) Windsor-Essex Elementary Teachers Bargaining Unit. Carried.**



## h. Report: Temporary Borrowing Resolution

Trustees received a report indicating that, on January 15, 2008, the Board approved a Temporary Borrowing Resolution for \$70,000,000 as a line of credit to finance the Board's expenditures for the calendar year 2008. A separate resolution is required to segregate the capital portion of the loans in the amount of \$48,000,000 for bridge financing until a debenture is issued.

**Moved by Trustee Holland and seconded by Trustee Alexander that the Board approve the attached Resolution 2008:01 (deemed to be read three times) authorizing the Board to borrow \$48,000,000 to bridge finance the permanent improvements as detailed in Schedule A to Resolution 2008:01. Carried.**

## RESOLUTION 2008:01

A Resolution authorizing the Windsor-Essex Catholic District School Board (the "Board") to borrow money pursuant to the provisions of section 247 of the Education Act (the "Act") for the raising of funds to finance certain permanent improvements as more particularly described in this By-Law.

**WHEREAS:**

- A. The Board has authorized the permanent improvements as detailed in Schedule "A" attached to this Resolution;
- B. The Board wishes to apply to the Canadian Imperial Bank of Commerce ("CIBC") for a capital loan for the purpose of financing the permanent improvements;
- C. The total cost of the project is within the Board's Debt and Financial Obligation Limit as established by the Ministry of Education and Training.

**THEREFORE, BE IT RESOLVED** as follows:

1. The Director and the Treasurer of the Board are authorized on behalf of the Board to borrow \$48,000,000 for permanent improvements in accordance with the Act, plus interest at a rate to be agreed upon from time to time with CIBC.
2. The Director and the Treasurer are authorized for and on behalf of the Board to execute and deliver all such other documents and to do such other acts and things as may be necessary to give full effect to the Resolution.

## 13. Committee Reports:

- a. Verbal Report: City of Windsor / School Board Liaison Meeting Minutes of January 31, 2008

Superintendent Iatonna provided a verbal briefing of the discussion held at the City and School Board Liaison Committee meeting on January 31, 2008. Minutes of the meeting will be provided at a later date. Administration will ask that St. Anne French Immersion Elementary School be added to the list of schools to be reviewed by the task force that has been established to examine safe routes to school in high traffic areas.

14. Notice of Motion - None.
15. Remarks and Announcements
  - a. Chairperson Macri - No remarks this evening.
  - b. Director of Education Berthiaume commented on the incident involving two students at F. J. Brennan Catholic High School on February 1 and indicated the board is considering options to provide students with a way to anonymously report concerns for administrative follow-up and ways to educate school communities on board and police protocols during school lockdown situations. Director Berthiaume reported that the board's JK/SK registration website has received approximately 1,250 visitors as of today.
  - c. Board Chaplain Rev. Brunet encouraged trustees to read the Lenten pamphlets provided to them tonight.
16. Remarks/Questions by Trustees
  - Trustee Porcellini encouraged all parents to visit their local Catholic elementary school to register their child in either Junior or Senior Kindergarten.
  - Student Trustee Resendes commented on the recent Rachel's Challenge presentation she attended.
  - Student Trustee Bradley reported that the survey for student feedback on the provision of cafeteria services was distributed at the Student Senate meeting held on February 5.
17. Pending Items
  - a. DEFERRED REPORT: Children's Safety Village of Windsor and Essex County
18. Continuation of In-Camera - *The Committee of the Whole Board resumed In-Camera following adjournment of the public session.*
19. Future Board Meetings: (unless stated otherwise all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor)
  - Tuesday, March 4, 2008 (NEW DATE)
  - Tuesday, April 1, 2008 (NEW DATE)
  - Tuesday, April 22, 2008
  - Tuesday, May 13, 2008
  - Tuesday, May 27, 2008
  - Tuesday, June 10, 2008
  - Monday, June 23, 2008
20. Closing Prayer - Fr. Brunet closed the meeting with a prayer.

21. Adjournment - There being no further business, the Regular Board meeting of February 12, 2008 adjourned at 8:04 p.m.

*Not approved.*

***John Macri***  
*Board Chairperson*

***Joseph Berthiaume***  
*Director of Education & Secretary-Treasurer*



1325 California Avenue  
 Windsor, ON N9B 3Y6  
 CHAIRPERSON: John Macri  
 DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
 March 4, 2008

## BOARD REPORT

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
 P. Picard, Senior Manager of Human Resources  
 P. Littlejohns, Manager of Human Resources  
 J. Bumbacco, Supervisor of Human Resources, Academic

**SUBJECT:** **ADMINISTRATIVE STAFF REPORT**

**RECOMMENDATION:**

**That the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated March 4, 2008 for information.**

**SYNOPSIS:**

**BACKGROUND COMMENTS:**

**FINANCIAL IMPACT:**

**TIMELINES:**

**APPENDICES:**

- Administrative Staff Report dated March 4, 2008

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: February 25, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: February 26, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: February 27, 2008

**March 4, 2008**

**Windsor-Essex Catholic District School Board  
Administrative Staff Report**

	<b>Employee Name</b>	<b>Position</b>	<b>Location</b>	<b>Date</b>
<b>HIRING:</b>	Paul Gebrael	Occasional Teacher	Supply	February 26, 2008
	Gina Jefferson	Elementary Teacher .5	Holy Name	March 3, 2008
	Vanessa Ouellette	Occasional Teacher	Supply	February 26, 2008
	Colleen Prsa	Occasional Teacher	Supply	February 26, 2008
	Stephanie Quaglia	Occasional Teacher	Supply	February 26, 2008
<b>RESIGNATION:</b>				
<b>RETIREMENT:</b>	Anthony Aczel	Secondary Teacher	St. Joseph	June 30, 2008
	Valerija Cvecich	Elementary Teacher	St. Peter	June 30, 2008
	Catherine Gauthier	Secondary Teacher	St. Mike's	June 30, 2008
	Jamie Hillman	Secondary Teacher	St. Joseph	June 30, 2008
	John Hogan	Secondary Teacher	Holy Names	June 30, 2008
	Maureen Kuzak	Elementary Teacher	Our Lady of Perpetual Help	June 30, 2008
	Girard Lecuyer	Custodian	St. Joseph Secondary	June 27, 2008
	Richard Masaro	Elementary Teacher	Holy Cross	June 30, 2008
	Adilia Pavlica	Elementary Teacher	St. Pius X	June 30, 2008
	Paul Reaume	Elementary Teacher	St. Pius X	June 30, 2008
	Laura Sauve	Custodian	St. Thomas of Villanova	May 30, 2008

**OTHER:**

**March 4, 2008****Windsor-Essex Catholic District School Board  
Administrative Staff Report**

<b>Teacher Retirements - Upcoming</b> <b>*Have given notice; have yet to retire</b>	<b>Elementary: 10</b>	<b>Secondary: 7</b>	<b>Total: 17</b>
<b>Teacher Retirements - Year to Date</b> <b>** Have retired as of this date</b>	<b>Elementary: 3</b>	<b>Secondary: 3</b>	<b>Total: 6</b>
<b>Teacher Resignations - Upcoming</b>	<b>Elementary: 0</b>	<b>Secondary: 0</b>	<b>Total: 0</b>
<b>Teacher Resignations - Year to Date</b>	<b>Elementary: 2</b>	<b>Secondary: 0</b>	<b>Total: 2</b>



1325 California Avenue  
 Windsor, ON N9B 3Y6  
 CHAIRPERSON: John Macri  
 DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
 March 4, 2008

## BOARD REPORT

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
 Mario Iatonna, Superintendent of Business

**SUBJECT:** **2007-08 BUDGET STATUS AS OF FEBRUARY 25, 2008**

**RECOMMENDATION:**

**That the Board receive the 2007-08 Budget Status as of February 25, 2008 as information.**

**SYNOPSIS:**

In order to ensure appropriate monitoring of the budget, a regular status report is to be submitted at each meeting of the Board. The current projection indicates that the Board will have a deficit of \$990,000 at year-end.

**BACKGROUND COMMENTS:**

The 2007-08 Budget Status Report as of February 25, 2008 is provided in the attached Appendix A. Measures are noted in the report for addressing the projected deficit at year-end.

**FINANCIAL IMPLICATIONS:**

Provided in Appendix A.

**TIMELINES:**

Not applicable.

**APPENDICES:**

- Appendix A - 2007-08 Budget Status as of February 25, 2008.

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	February 25, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	February 26, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	February 27, 2008

**APPENDIX A****2007-08 BUDGET STATUS**  
**AS OF FEBRUARY 25, 2008**

<b>CATEGORY</b>	<b>2007-08 REVISED BUDGET JAN. 15/08</b>	<b>2007-08 PROJECTION TO YEAR-END AUG. 31/08</b>	<b>2007-08 PROJECTED VARIANCE AT AUG. 31/08</b>
Classroom Teachers	122,772,200	122,390,000	382,200
Supply Teachers	3,336,321	3,223,021	113,300
Teacher Assistants	12,130,000	12,140,000	-10,000
Textbooks & Classroom Supplies	5,158,176	5,158,176	0
Computers	1,230,000	1,230,000	0
Professionals & Paraprofessionals	5,249,900	5,249,900	0
Library/Guidance	3,659,256	3,659,256	0
Staff Development	200,000	200,000	0
Department Heads	495,000	495,000	0
Principals & V.P.'s	10,046,500	10,182,000	-135,500
School Office	5,235,270	5,225,270	10,000
Consultants	1,361,963	1,361,963	0
Administration	7,162,700	7,162,700	0
School Operations & Maintenance	20,501,700	21,006,700	-505,000
Continuing Education	1,440,000	1,440,000	0
Transportation	8,099,000	8,099,000	0
Renewal	2,553,411	2,553,411	0
<b>TOTALS</b>	<b>210,631,397</b>	<b>210,776,397</b>	<b>-145,000</b>
Overtime	-50,000	0	-50,000
Miscellaneous Accounts	-275,000	0	-275,000
<b>GRAND TOTALS</b>	<b>210,306,397</b>	<b>210,776,397</b>	<b>-470,000</b>



**COMMENTS**

- There have been no changes in any of the approved budget numbers since the previous report was submitted to the Board on February 12, 2008.
- Comments respecting the categories for which variances are being projected are noted as follows:

**CLASSROOM TEACHERS**

- A positive variance of \$272,200 had previously been projected based on a straight-line projection to year-end of actual expenditures that have been experienced to date.
- A further expenditure reduction in the amount of \$110,000 is now being projected based on the consolidation of 11 sections at the secondary school level commencing in the second semester.
- Therefore, a total positive variance of \$382,200 is now being projected in this category.

**SUPPLY TEACHERS**

- A negative variance of \$136,700 had previously been projected to year-end.
- An expenditure reduction in the amount of \$250,000 is now being projected based on the tentative development of revised provisions for the deployment of supply teachers.
- Therefore, a total positive variance of \$113,300 is now being projected in this category to year-end.
- A detailed review of this category continues and the results will be provided in a future budget status report.

**TEACHER ASSISTANTS**

- The negative variance of \$10,000 remains unchanged from the previous budget status report based on a straight-line projection to year-end of actual expenditures that have been experienced to date.

**PRINCIPALS AND VICE-PRINCIPALS**

- The negative variance of \$135,500 remains unchanged from the previous budget status report based on a straight-line projection to year-end of actual expenditures that have been experienced to date.

**SCHOOL OFFICE**

- The positive variance of \$10,000 remains unchanged from the previous budget status report based on a straight-line projection to year-end of actual expenditures that have been experienced to date.

## **SCHOOL OPERATIONS AND MAINTENANCE**

- No variance had previously been projected in this category.
- A negative variance of \$150,000 is now being projected for snow removal based on an historical average expenditure of \$350,000, which this winter is expected to approximate, and given that the budget was only approved at \$200,000.
- A negative variance of \$200,000 is now being projected for Windsor Utilities Commission water rates due to the unexpected increase in rates announced in 2007 after the budget was set.
- A negative variance of \$280,000 is now being projected on all other items in this category. This is based on a straight-line projection to year-end of actual expenditures experienced to date, amounting to \$800,000, less identified reductions in expenditures, amounting to \$520,000.
- A positive variance of \$125,000 is now being projected due to the final instalment of the grant from Natural Resources Canada for previous energy retrofit projects.
- Therefore, a total negative variance of \$505,000 is now being projected in this category to year-end.
- A detailed review of this category is ongoing in order to address the negative variance and the results will be provided in a future budget status report.

## **NOTES**

- Since overtime is included in a number of categories, the overtime reduction approved by the Board has been shown separately at the bottom of the attached table. The allocation of the overtime budget reduction to specific categories is being reviewed and further adjustments to these budgets may be recommended in the future. For now, the overtime reduction is being shown as a \$50,000 negative variance to better reflect the impact on the projections to year-end.
  - The reduction in miscellaneous accounts approved by the Board has also been shown separately at the bottom of the attached table. When individual accounts are identified for reduction, the budgets for the applicable categories will be subject to future adjustment. For now, the reduction in miscellaneous accounts is being shown as a \$275,000 negative variance to better reflect the impact on the projections to year-end.
  - **Based on the revised budget numbers and the projections for each category, the projection of the entire Board budget to year-end at this time indicates a negative variance of \$470,000.**
-



1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: John Macri  
DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
March 4, 2008

## BOARD REPORT

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
Mario Iatonna, Superintendent of Business

**SUBJECT:** **SCHOOL BUDGETS**

### RECOMMENDATION:

**That the Board receive the report on school budgets as information.**

### SYNOPSIS:

In reviewing the reductions proposed for the ultimately approved Financial and Operational Plan, the Board requested that responses be provided in due course with respect to several questions regarding school budgets. This report provides those responses accordingly.

### BACKGROUND COMMENTS:

At its meeting held on January 15, 2008, the Board approved a 25% reduction in the 2007-08 school budgets as part of the Board's Financial and Operational Plan. The Board posed a number of questions at that time and the responses to those questions are provided as follows:

#### 1. What has been the history on how school budget allotments have evolved?

School budget allotments are not specifically identified in grants received from the Ministry of Education. Boards are free to provide these to individual schools or not. These allotments have been in existence, since before the amalgamation of Boards in 1998. The total amount allocated for this purpose has increased from year to year as Board funding has increased. The Board allocates the total amount available to individual schools on a per pupil basis.

## 2. What is the current practice and does it result in over-allotments?

The current practice is as stated above. The question of over-allotments is more difficult to answer. It can be argued that additional funds are required in school budgets to address the ever-expanding needs in light of budget reductions at the central Board level. Conversely, the central Board budget has absorbed items that were previously the responsibility of individual schools. Some schools are able to raise significant additional monies through fundraising efforts, while others are not. A comprehensive, detailed review would be necessary to arrive at any definitive conclusions in this regard.

## 3. What percentage of schools have not spent their allotments? Which are they and are the superintendents aware?

A total of 5 out of 50 schools (i.e. 90%) have spent their 2007-08 allotments including rollover funds as of February 26, 2008. These schools are shown on the appended 2007-08 School Budget Reduction table. The superintendents are aware and have been working with the schools to ensure that funds are appropriately managed to meet the targeted budget reduction at year end.

## 4. Why have these schools not needed to spend their allotments? If they have not spent their allotments, what are their plans for the allotments that have rolled over to future years?

The proposed use of the balance of funds for each school is identified in the appended 2007-08 School Rollover Funds table.

### FINANCIAL IMPLICATIONS:

Provided in the Background Comments section.

### TIMELINES:

Not applicable.

### APPENDICES:

- Appendix A - 2007-08 School Budget Reduction
- Appendix B - 2007-08 School Rollover Funds

### REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	February 25, 2008
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	February 27, 2008
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	February 27, 2008

2007-08 SCHOOL BUDGET REDUCTION								
ELEMENTARY SCHOOLS	ORIGINAL 2007-08 BUDGET	25% BUDGET REDUCTION	REVISED 2007-08 BUDGET	EDUCATION PROGRAM OTHER GRANTS	2007-08 SPENT TO DATE (INCLUDING ENCUMBRANCES)	2007-08 BUDGET AVAILABLE	2006-07 ROLLOVER SURPLUS/ (DEFICIT)	2007-08 BUDGET AVAILABLE INCLUDING 2006-07 SURPLUS/(DEFICIT)
CHRIST THE KING	36,035.00	9,008.75	27,026.25	400.00	17,526.82	9,899.43	7,050.00	16,949.43
L. A. DESMARAIS	27,924.00	6,981.00	20,943.00	400.00	17,547.02	3,795.98	11,940.00	15,735.98
HOLY CROSS	63,030.00	15,757.50	47,272.50	400.00	27,435.34	20,237.16	9,285.00	29,522.16
HOLY NAME	45,052.00	11,263.00	33,789.00	400.00	26,811.37	7,377.63	7,830.00	15,207.63
I. C. S.	29,470.00	7,367.50	22,102.50	56,700.00	54,626.24	24,176.26	559.93	24,736.19
W. J. LANGLOIS	23,540.00	5,885.00	17,655.00	400.00	18,552.43	(497.43)	639.00	141.57
H. J. LASSALINE	35,966.00	8,991.50	26,974.50	400.00	14,397.83	12,976.67	(680.00)	12,296.67
NOTRE DAME	39,625.00	9,906.25	29,718.75	400.00	42,655.69	(12,536.94)	27,234.00	14,697.06
O. L. M. C.	43,809.00	10,952.25	32,856.75	400.00	31,338.41	1,918.34	10,303.00	12,221.34
O. L. O. L.	23,164.00	5,791.00	17,373.00	400.00	8,510.17	9,262.83	2,509.00	11,771.83
O. L. P. H.	40,650.00	10,162.50	30,487.50	400.00	25,465.37	5,422.13	14,263.00	19,685.13
O. L. O. ANNUNCIATION	17,685.00	4,421.25	13,263.75	400.00	8,356.89	5,306.86	2,829.00	8,135.86
QUEEN OF PEACE	37,309.00	9,327.25	27,981.75	2,400.00	30,195.66	186.09	17,213.00	17,399.09
SACRED HEART	48,114.00	12,028.50	36,085.50	400.00	43,972.98	(7,487.48)	23,846.00	16,358.52
STELLA MARIS	26,115.00	6,528.75	19,586.25	400.00	21,405.31	(1,419.06)	1,021.00	(398.06)
ST. ALEXANDER	29,898.00	7,474.50	22,423.50	400.00	35,359.63	(12,536.13)	28,388.63	15,852.50
ST. ANGELA	31,064.00	7,766.00	23,298.00	400.00	21,524.00	2,174.00	897.00	3,071.00
ST. ANNE F.I.	35,609.00	8,902.25	26,706.75	400.00	23,536.60	3,570.15	(4,750.00)	(1,179.85)
ST. ANTHONY	23,705.00	5,926.25	17,778.75	400.00	14,659.00	3,519.75	15,779.00	19,298.75
ST. BERNARD (W)	27,782.00	6,945.50	20,836.50	400.00	19,132.28	2,104.22	2,639.00	4,743.22
ST. BERNARD (A)	25,261.00	6,315.25	18,945.75	400.00	13,825.01	5,520.74	(412.00)	5,108.74
ST. CHRISTOPHER	41,617.00	10,404.25	31,212.75	400.00	31,699.55	(86.80)	11,510.00	11,423.20
ST. FRANCIS	18,735.00	4,683.75	14,051.25	400.00	8,160.00	6,291.25	2,232.00	8,523.25
ST. GABRIEL	42,639.00	10,659.75	31,979.25	400.00	22,235.52	10,143.73	5,607.00	15,750.73
ST. GREGORY	37,103.00	9,275.75	27,827.25	400.00	34,936.00	(6,708.75)	31,913.00	25,204.25
ST. JAMES	25,026.00	6,256.50	18,769.50	400.00	13,831.00	5,338.50	15,066.00	20,404.50
ST. JOHN (W)	24,884.00	6,221.00	18,663.00	400.00	12,119.40	6,943.60	3,726.00	10,669.60
ST. JOHN THE EVANGELIST	20,373.00	5,093.25	15,279.75	400.00	11,384.09	4,295.66	7,715.00	12,010.66
ST. JOHN DE BREBEUF	37,666.00	9,416.50	28,249.50	400.00	28,800.00	(150.50)	10,019.00	9,868.50
ST. JOHN THE BAPTIST	42,740.00	10,560.00	32,180.00	400.00	23,328.93	9,251.07	9,846.00	19,097.07
ST. JOHN VIANNEY	46,044.00	11,511.00	34,533.00	400.00	38,496.62	(3,563.62)	25,702.00	22,138.38
ST. JOSEPH	38,199.00	9,549.75	28,649.25	400.00	19,745.50	9,303.75	(657.00)	8,646.75
ST. JULES	28,467.00	7,116.75	21,350.25	400.00	20,227.72	1,522.53	4,971.00	6,493.53
ST. LOUIS	33,813.00	8,453.25	25,359.75	400.00	27,087.89	(1,328.14)	20,930.00	19,601.86
ST. MARIA GORETTI	27,138.00	6,784.50	20,353.50	400.00	18,804.08	1,949.42	10,971.00	12,920.82
ST. MARY	17,485.00	4,371.25	13,113.75	400.00	10,913.39	2,600.36	1,428.00	4,028.36
ST. PETER	39,646.00	9,911.50	29,734.50	400.00	22,338.19	7,796.31	13,647.00	21,443.31
ST. PIUS X	53,529.00	13,382.25	40,146.75	400.00	26,690.14	13,856.61	1,909.00	15,765.61
ST. ROSE	28,170.00	7,042.50	21,127.50	400.00	24,602.03	(3,074.53)	1,348.00	(1,726.53)
ST. THERESA	19,650.00	4,912.50	14,737.50	400.00	9,511.43	5,626.07	3,675.00	9,301.07
ST. WILLIAM	49,672.00	12,418.00	37,254.00	400.00	32,329.98	5,324.02	26,467.00	31,791.02
<b>TOTAL - ELEMENTARY</b>	<b>1,383,403.00</b>	<b>345,725.75</b>	<b>1,037,677.25</b>	<b>74,700.00</b>	<b>954,075.51</b>	<b>158,301.74</b>	<b>386,408.56</b>	<b>544,710.30</b>
SECONDARY SCHOOLS	ORIGINAL 2007-08 BUDGET	25% BUDGET REDUCTION	REVISED 2007-08 BUDGET	EDUCATION PROGRAM OTHER GRANTS	2007-08 AMOUNT SPENT TO DATE	2007-08 BUDGET AVAILABLE	2006-07 ROLLOVER SURPLUS/ (DEFICIT)	2007-08 BUDGET AVAILABLE INCLUDING 2006-07 SURPLUS/(DEFICIT)
ASSUMPTION	99,976.00	24,994.00	74,982.00	11,000.00	65,491.96	20,490.04	4,250.00	24,740.04
CARDINAL CARTER	128,640.00	32,160.00	96,480.00	36,000.00	108,824.29	23,655.71	(26,928.00)	(3,272.29)
CATHOLIC CENTRAL	128,796.00	32,199.00	96,597.00	11,000.00	99,879.64	7,717.36	33,107.00	40,824.36
HOLY NAMES H.S.	179,611.00	44,902.75	134,708.25	11,000.00	134,690.80	11,017.45	12,646.00	23,663.45
F. J. BRENNAN	127,707.00	31,926.75	95,780.25	36,000.00	95,411.48	36,368.77	57,159.00	93,527.77
ST. ANNE H.S.	191,518.00	47,879.50	143,638.50	113,000.00	264,760.34	(8,121.84)	55,370.00	47,248.16
ST. JOSEPH H.S.	151,253.00	37,813.25	113,439.75	13,000.00	145,161.15	(18,721.40)	(3,385.00)	(22,106.40)
ST. THOMAS OF VILLANOVA	185,840.00	46,460.00	139,380.00	11,000.00	118,381.94	31,998.06	9,301.10	41,299.16
ST. MICHAEL	32,861.00	8,215.25	24,645.75	11,000.00	22,999.00	12,646.75	3,353.00	15,999.75
<b>TOTAL - SECONDARY</b>	<b>1,226,202.00</b>	<b>306,550.50</b>	<b>919,651.50</b>	<b>253,000.00</b>	<b>1,055,600.60</b>	<b>117,050.90</b>	<b>144,873.10</b>	<b>261,924.00</b>
<b>GRAND TOTAL - ELEMENTARY &amp; SECONDARY</b>	<b>2,609,605.00</b>	<b>652,276.25</b>	<b>1,957,328.75</b>	<b>327,700.00</b>	<b>2,009,676.11</b>	<b>275,352.64</b>	<b>531,281.66</b>	<b>806,634.30</b>

**WINDSOR ESSEX CATHOLIC DISTRICT SCHOOL BOARD  
2006-07 SCHOOL BUDGET ROLLOVER EXPLANATION**

Appendix B

	2006-07 Rollover Surplus/(Deficit)	Explanation
CHRIST THE KING	7,050.00	Rollover - subsidize transportation and field trip costs for special needs students and other
L. A. DESMARAIS	11,940.00	Rollover - purchase phys. ed equip., JK/SK play equip and furniture, Muskoka Woods
HOLY CROSS	9,285.00	Rollover - literacy and numeracy program
HOLY NAME	7,830.00	Rollover - purchased instruments on a 3 year plan
I. C. S.	559.93	
W. J. LANGLOIS	639.00	
H. J. LASSALINE	(680.00)	
NOTRE DAME	27,234.00	Rollover - asphalt 2 areas, Hush-ups for chairs/desks, carpet for primary classrooms
O. L. M. C.	10,303.00	
O. L. O. L.	2,509.00	
O. L. P. H.	14,263.00	Rollover - instrumental music debt - Muskoka trip, purchase printers, sound equip. carts, tables, technology i.e. smart board, books, field trips and emergencies
O. L. O. ANNUNCIATION	2,829.00	
QUEEN OF PEACE	17,213.00	Rollover - Instrumental Music Program
SACRED HEART	23,846.00	Rollover - photocopying, Grade 8 Oxley Retreat and musical instrument debt
STELLA MARIS	1,021.00	
ST. ALEXANDER	28,388.63	Rollover - OFIP school, purchase presenter, laptop printer for library & classrooms, bussing for field trips, student tables, school & video camera, home reading program, phys. ed. equip.
ST. ANGELA	897.00	
ST. ANNE F.I.	(4,750.00)	
ST. ANTHONY	15,779.00	
ST. BERNARD (W)	2,639.00	Rollover - musical instruments & kids unable to pay for Muskoka - deficit anticipated in paper/office supplies
ST. BERNARD (A)	(412.00)	
ST. CHRISTOPHER	11,510.00	Rollover - furnish 2 portables and a primary class, purchasing musical instruments
ST. FRANCIS	2,232.00	No rollover funds were available - budget exhausted last year
ST. GABRIEL	5,607.00	
ST. GREGORY	31,913.00	Rollover - literacy material for literacy program grades JK-6, guided reading materials for Pr. Classes shared reading materials for Pr. & Jr. class, levelled reading for all grades, listening centres for Pr. & Jr., furniture for guided reading
ST. JAMES	15,066.00	
ST. JOHN	3,726.00	Rollover - literacy and spec ed materials and Healthy Active Living initiatives
ST. JOHN THE EVANGELIST	7,715.00	Rollover - instrumental music program, Muskoka, levelled books for PALS, smart board and projector, update school library, microscopes, printer for senior division, school camera overheads and television
ST. JOHN DE BREBEUF	10,019.00	no rollover - purchased smart board. Remaining funds are for photocopying, school start-up and transportation.
ST. JOHN THE BAPTIST	9,846.00	Rollover - classroom desks, chairs for staff room, smart board, laptop, presenter, boys' literacy resources bullying resources and bullying resources
ST. JOHN VIANNEY	25,702.00	Rollover - Literacy materials for JK-6, guided reading materials for primary, shared reading for pr./jr. classes, levelled books for PALS, furniture for guided reading
ST. JOSEPH	(657.00)	
ST. JULES	4,971.00	Rollover - Bellaire Music Invoice, replace classroom furniture each year - Gr. 6 this year
ST. LOUIS	20,930.00	
ST. MARIA GORETTI	10,971.00	Rollover - day to day operations, instrumental music instruments
ST. MARY	1,428.00	Rollover - smart board, photocopying costs
ST. PETER	13,647.00	Rollover - pay for instrumental music instruments
ST. PIUS X	1,909.00	Rollover - offset cost of musical instruments
ST. ROSE	1,348.00	
ST. THERESA	3,675.00	Rollover - sport uniforms. School improvements such as, extensions to plugs and additional receptacles for computers.
ST. WILLIAM	26,467.00	Rollover - construction of a book room and resources for the room - Hush-ups for chairs - tables for grade 7 and 8 classrooms - expansion of main office & purchase furniture - installation of a sliding window between main office and principals office
TOTAL - ELEMENTARY	386,408.56	
<b>SECONDARY SCHOOLS</b>	<b>2006-07 Rollover Surplus/(Deficit)</b>	
ASSUMPTION	4,250.00	
CARDINAL CARTER	(26,928.00)	Additional deficit of \$25,776.78
CATHOLIC CENTRAL	33,107.00	Rollover - spec ed & athletic transportation, bursary, photocopying, technical, Spec Ed materials
HOLY NAMES H.S.	12,646.00	Rollover - purchased computers, wall mounted garbage cans
F. J. BRENNAN	57,159.00	Rollover - yearbook, installation of sink in Food Class, new sound system, repairs to gym equipment, equipment for High Skills Major, complete courtyard, curriculum materials to support student learning
ST. ANNE H.S.	55,370.00	Rollover - run school for the remainder of the year
ST. JOSEPH H.S.	(3,385.00)	No rollover funds will be available
ST. THOMAS OF VILLANOVA	9,301.10	Not earmarked for a particular purchase
ST. MICHAEL	3,353.00	Rollover - Improving food preparation classroom
TOTAL - SECONDARY	144,873.10	
<b>GRAND TOTAL - ELEMENTARY &amp; SECONDARY</b>	<b>531,281.66</b>	



1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: John Macri  
DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
March 4, 2008

## BOARD REPORT

**Public**  **In-Camera**   
**PRESENTED FOR:** Information  Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
 Mario latonna, Superintendent of Business  
**SUBJECT: TRUSTEE EXPENSES 2006 - 2007**

### RECOMMENDATION:

**That the Board receive the Trustee Expenses 2006 - 2007 report as information.**

### SYNOPSIS:

On May 8, 2007, the Windsor-Essex Catholic District School Board approved a revised policy and procedures governing trustee conventions, meetings and out of pocket expenses. In accordance with the reporting requirements of the new policy, this report summarizes trustee expenses for the 2006 - 2007 budget year.

### BACKGROUND COMMENTS:

The Windsor-Essex Catholic District School Board: approves and encourages the attendance of Trustees at conventions, which relate to the responsibilities that they bear towards the ratepayers and their children; recognizes that it must schedule meetings of trustees that may require out-of-pocket expenses by trustees who wish to attend; and, recognizes the importance of assisting trustees in communication with board administration and their individual constituents.

As such, each trustee is provided an annual Professional Development (PD) Allotment of \$5,000 to support these types of expenses. To access the funds, the Trustee must submit the required forms with the supporting documentation prior to having the expenses considered for reimbursement. In addition, to the PD allotment, trustee travel within the City of Windsor and County of Essex is accounted for separately through an annual "pooled" budget amount.

A summary of individual trustee expenditures for 2006 - 2007 is attached.

**Authorization Process:** All trustee claims for reimbursement are approved by the Chair of the Board and the Director. The Chair of the Board seeks approval from the Superintendent of Business.

**Audit Procedures:** The Board's business department ensures all documentation is complete before reimbursement is made. In addition, the Board's external auditors perform random reviews of the expense statements and receipts as part of the annual audit.

**FINANCIAL IMPACT:**

For the 2006-07 fiscal period, \$39,409.36 was expended through the trustee Professional Development allotments. The total budgeted amount was \$50,000.00, including \$5,000.00 allotted for the student trustee. An additional, \$12,112.57 was incurred as a result of mileage expenses incurred within the City of Windsor and the County of Essex. As indicated previously, this amount is charged against a separate "pooled" budget account and is detailed under the "Mileage (Local)" column of Appendix A.

Other commentary

- Since 2006 - 2007 was a transitional year for the policy regarding expense reporting requirements, fiscal year-end PD Allotment variances will be carried forward against the 2007-08 fiscal year allotment.
- The "Mileage (Local)" total indicated in Appendix A includes expenses for the Board Chaplain to attend a conference hosted by the Catholic Institutes of Education.

**Honorariums:**

During the 2006-2007 school year, the province passed legislation that provided a mechanism to increase elected trustees' honorarium and to introduce an honorarium for student trustees. The total honoraria reflected in Appendix A include a retroactive payment to elected trustees to the beginning of the school year.

**TIMELINES:**

This report covers the reporting period from September 1, 2006 through August 31, 2007.

**APPENDICES:**

- Appendix A - Summary of Trustee Expenses 2006 - 2007
- Appendix B - Board Policy T: 02 Trustee Conventions, Meetings, Out of Pocket Expenses
- Appendix C – Procedure T:02 Trustee Conventions, Meetings, Out of Pocket Expenses

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date: February 25, 2008
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date: February 27, 2008
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: February 27, 2008



**2006 - 2007 SUMMARY OF TRUSTEE EXPENSES**

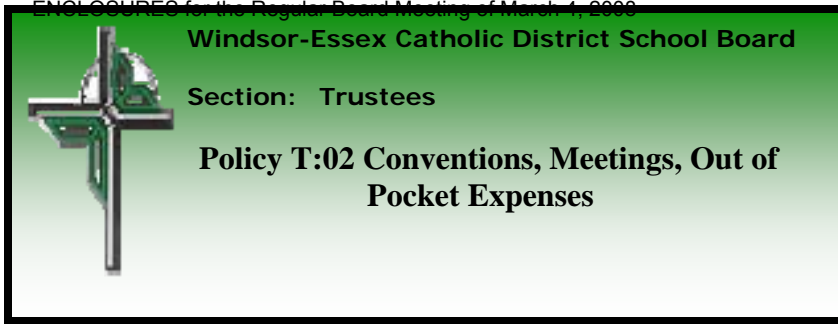
APPENDIX A

Trustee Name	Honorarium (at Dec. 31/06)	Mileage (Local)	Mileage/ Transportation (Out of District)	Conference/ Seminar Registration	Meals, Accommodation	Communications (Includes Internet, Telephone/Fax/ Cellphone & Computer)	Other Misc.	Subtotal	Adjustments (GST Rebates/ Other)	Fiscal Year 2006 - 2007	
										TOTAL	%
Fred Alexander	\$15,335.40	\$1,849.32	\$594.78	\$420.00	\$1,539.51	\$1,215.12	\$905.28	\$4,674.69	-\$245.45	\$4,429.24	88.6%
Joan Courtney (Vice-Chair)	\$18,318.02	\$1,037.76	\$579.12	\$832.10	\$930.44	\$629.81	\$2,727.00	\$5,698.47	-\$698.74	\$4,999.73	100.0%
Mary DiMenna	\$15,335.40	\$2,742.94	\$334.00	\$569.75	\$375.54	\$596.98	\$489.73	\$2,366.00	-\$77.27	\$2,288.73	45.8%
Barbara Holland	\$15,335.40	\$1,341.82	\$2,187.76	\$524.70	\$1,197.51	\$1,350.62	\$494.30	\$5,754.89	-\$734.81	\$5,020.08	100.4%
Chris Janisse	\$15,335.40	\$590.64	\$350.00	\$307.40	\$612.38	\$218.00	\$1,243.23	\$2,731.01	-\$89.66	\$2,641.35	52.8%
Patrick Keane	\$15,335.40	\$718.42	\$901.82	\$1,301.90	\$1,682.32	\$934.31	\$1,231.28	\$6,051.63	-\$294.20	\$5,757.43	115.1%
John Macri (Chair)	\$21,300.96	\$441.37	\$0.00	\$0.00	\$180.00	\$867.79	\$2,210.00	\$3,257.79	-\$92.52	\$3,165.27	63.3%
Shannon Porcellini	\$15,335.40	\$255.62	\$744.08	\$1,069.90	\$858.72	\$2,012.18	\$543.38	\$5,228.26	-\$168.10	\$5,060.16	101.2%
Lisa Soulliere	\$15,335.40	\$2,749.42	\$0.00	\$0.00	\$0.00	\$964.18	\$74.30	\$1,038.48	-\$31.22	\$1,007.26	20.1%
Luke Willson (Student Trustee)	\$2,500.00	\$0.00	\$970.36	\$315.00	\$1,115.84	\$0.00	\$2,654.65	\$5,055.85	-\$15.74	\$5,040.11	100.8%
Fr. Larry Brunet (Board Chaplain)	\$2,600.00	\$385.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	-
	\$152,066.78	\$12,112.57	\$6,661.92	\$5,340.75	\$8,492.26	\$8,788.99	\$12,573.15	\$41,857.07	-\$2,447.71	\$39,409.36	

**Honoraria Notations:**

During the 2006- 2007 school year, the province introduced Regulation 357/06 Honoraria for Board Members, a regulation that amended the Education Act with respect to trustee honoraria. The change in honoraria took effect December 1, 2006, with the following rates: Chair \$17,161.58, Vice-Chair \$14,021.19, Trustees \$10,880.80. . Prior to that date, trustees received the following annual amounts pro-rated by bi-weekly payments: Chair \$10,000, Vice-Chair \$7,500, Trustees \$5,000. The Honorarium amount above includes those payments made between September and November 2006 as well as a retro active payment for 2005 - 2006 in the amount of \$5,902.02.

During the 2006 - 2007 fiscal year, the province also passed legislation the that introduced a new honorarium for student trustees. Since it was not funded through the budget preparation process, the funds were taken from the residual PD allotment for student trustees.



<b>POLICY:</b>	T:02
<b>EFFECTIVE:</b>	June 9, 1998
<b>AMENDED:</b>	May 8, 2007 April 13, 2004
<b>RELATED POLICIES:</b>	A:04 Pr A:04 Pr T:02 T:01
<b>REPEALS:</b>	
<b>REVIEW DATE:</b>	2007-2008

**1.0 Objective**

To set out the circumstances in which expenses incurred by Trustees may be reimbursed by the Board.

**2.0 Guiding Principles**

- 2.1 The Windsor-Essex Catholic District School Board approves and encourages the attendance of Trustees at conventions, seminars, symposia etc., which relate to the responsibilities that they bear towards the ratepayers and their children.
- 2.2 The Board recognizes that it must schedule meetings of Trustees, which may require out- of- pocket expenses by Trustees who wish to attend such meetings.
- 2.3 The Board recognizes the importance of assisting Trustees in communicating with Board administration and with their individual constituencies.

**3.0 Specific Directives**

- 3.1 The Board shall set aside in its annual budget an amount to support this policy.
- 3.2 All Trustee claims for reimbursement are to be approved by the Chair of the Board and the Director. The Chair of the Board shall seek approval from the Superintendent of Business.
- 3.3 Trustees shall be reimbursed for those expenses detailed in this Policy and any applicable supporting Procedure provided all provisions of the Policy and Procedure are followed, all required authorizations are obtained, and the expenses are incurred within budgeted limits.

#### **4.0 Responsibility**

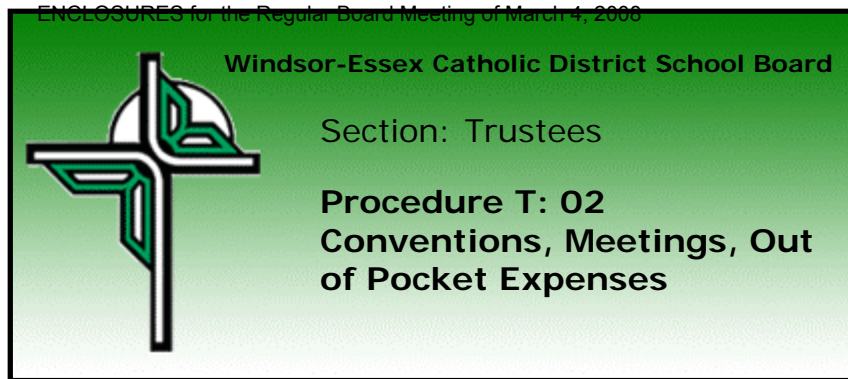
- 4.1 It is the responsibility of each Trustee to determine the appropriateness of any travel and/or professional development conventions, conferences, seminars, or the necessity of any out-of-pocket expenses.
- 4.2 It is the responsibility of each Trustee to provide the necessary documentation to support the expenses.
- 4.3 It is the responsibility of the Board's Business Department to ensure all documentation is complete before reimbursement or advance is made.
- 4.4 It is the responsibility of the Board's Business Department to publish an annual report summarizing the expenses of each Trustee and detailing out of district travel, professional development, conventions, conferences and seminars attended by each Trustee.

#### **5.0 Review and Evaluation**

- 5.1 The effectiveness of this policy shall be assessed through Trustee, staff and community satisfaction measures.
- 5.2 This Policy shall be reviewed during the 2007 – 2008 policy review cycle.

#### **6.0 References**

Education Act s.191  
Ontario Regulation 357/06  
Procedure T:02 Conventions, Meetings, Out of Pocket Expenses  
Policy T:01 Student Trustee  
Policy A:04 Travel, Meal, Professional Development, and Compensation for Use of Auto.  
Procedure A:04 Travel, Meal, Professional Development, and Compensation for Use of Auto.



PROCEDURE:	Pr T:02
EFFECTIVE:	May 8,2007
AMENDED:	May 15,2007
RELATED POLICIES:	A:04, Pr A:04, T:02,T:01
REPEALS:	
REVIEW DATE:	

## 1.0 Objective

To establish a procedure to provide reimbursement for expenses incurred by Trustees.

## 2.0 Professional Development/Out of Pocket Expenses

- 2.1 Trustees may attend the conventions of O.C.S.T.A. and C.C.S.T.A. Trustees may also attend other conferences, seminars, courses, special sessions and out of district meetings.-
- 2.2 The Board shall allocate to each Trustee a \$5,000 Professional Development Allowance. To access those funds the Trustee must submit the required forms as prescribed by administration, and must file with the supporting documentation attached prior to having expenses considered for reimbursement.
- 2.3 The Board will pay the following from the Professional Development Allowance:
- a) Registration fees
  - b) The Board shall pay for the full hotel room accommodation when such request is accompanied by the original receipt. Corporate, government and conference rates shall be utilized wherever possible. Personal purchases charged to the room will not be reimbursed (non- reimbursable expenses would include movies and mini-bar charges).
  - c) Meal expenses incurred while traveling outside the county of Essex on a per meal basis to a maximum of \$15 for breakfast, \$25 for lunch and \$50 for supper. The maximum meal expenses to be claimed per day shall not exceed \$90 per person. Meal expenses shall only be reimbursed upon submission of receipts with supporting documentation, including details as to whose expense is being claimed and the reason for the breakfast/lunch/dinner. A credit card slip will not be considered sufficient supporting documentation for meal expenses.
  - d) Where meal packages are available as part of the convention, the Board shall pay either the value of the meal package or reimburse on a per meal basis as set out above at the discretion of the Trustee. Where the registration fee includes a meal package, the Board shall reimburse only for those meals not provided through the package, to the maximums set out above.

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- e) Reimbursement at the rate of \$0.46 per kilometer for the use of a Trustee's personal vehicle while traveling to conventions, seminars, board meeting business, etc outside of the County of Essex.
  - f) The cost of plane or train fare when accompanied by the receipts, a boarding pass for a flight or a ticket stub for rail travel.
  - g) The Board shall pay the actual costs of miscellaneous expenses when accompanied by the receipts up to a maximum of \$30 per day (i.e. parking).
  - h) Expenses incurred for childcare resulting from the need to attend meetings of the Board, conventions or to conduct other Board business shall be reimbursed in accordance with the provisions within Policy T:02 and this supporting Procedure. Details of such expenses (including receipts when available) shall be submitted to the Board in writing in order to be eligible for reimbursement.
  - i) The cost of books, periodicals (i.e. Catholic Register subscription) and computerized learning materials relevant to the Trustee's professional development provided such claims are supported by receipts.
- 2.4 When the spouse accompanies the Trustee at a conference or convention, the Board shall not incur any additional costs as a result of Accommodation, Meals or Travel.
- 2.5 There maybe occasion where it becomes necessary in the course of conducting Board Business for a Trustee to incur meal expenses outside of the course of travel, particularly for the purposes of extending hospitality. Trustees may be reimbursed the reasonable expenses incurred while conducting such Board business within the County of Essex provided receipts and supporting documentation are filed, including details as to whose expense is being claimed and the purpose of the meal. These meal expenses shall be reimbursed on a per meal/per person basis to a maximum of \$15 for breakfast, \$20 for lunch and \$30 for supper. These expenses shall be drawn from the Professional Development Allowance.
- 2.6 Trustees shall be reimbursed for certain reasonable out of pocket expenses incurred for the purpose of extending hospitality. Hospitality can include the provision of food and other amenities that are extended in an economical, consistent and appropriate way when it will facilitate board business or is considered desirable as a matter of courtesy. Hospitality expense claims must be accompanied with names of individuals entertained and the purpose of the hospitality. These expenses shall be drawn from the Professional Development Allowance.
- 2.7 Trustees will be reimbursed reasonable expenses to facilitate communications with administration and their constituencies. The following will be covered:-
- a) Basic cell phone package
  - b) Computer supplies and Board-approved software
  - c) Stationery, letterhead, business cards, office supplies.
  - d) Internet connection

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These expenses will be reimbursed through the Professional Development Allowance.

- 2.8 Each Trustee will be provided at the beginning of their term of office with a lap top computer and a fax/printer/copier/scanner. All equipment will be returned to the Board at the end of the Trustee's term.
- 2.9 Trustee travel to and from Board meetings within the County of Essex will be reimbursed at the rate of \$.46/kilometer and will not be drawn from the individual Trustee's \$5,000 Professional Development Allowance. It will be accounted for separately and the Board will establish an annual budget amount to account for these expenditures.

### **3.0 Restricted Expenses**

- 3.1 Reimbursement shall not be provided for alcoholic beverages.
- 3.2 Cash advances will be kept to a minimum and will be limited to unusual circumstances where appropriate prior approvals are obtained. Hotel costs may be advanced (must attach statement from hotel establishing total amount payable). Actual expenses must be submitted as soon as possible following return from travel. The expense reimbursement procedure must be followed, including the reconciliation of the cash advance, with surplus funds returned to the Board.
- 3.3 There shall be no reimbursement of political contributions or fund raising activities for political parties.
- 3.4 There shall be no reimbursement of legal fees unless pre-approved by the Board.

### **4.0 Adjustment for Consumer Price Index**

- 5.1 The mileage rate shall be reviewed and adjusted in September of each year in accordance with changes in the Consumer Price index



1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: John Macri  
DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
March 4, 2008

## BOARD REPORT

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
Mario Iatonna, Superintendent of Business  
Claude Marier, Manager of Purchasing & Administrative Services

**SUBJECT:** **EMPLOYEE PURCHASING CARDS USE 2006-07**

### RECOMMENDATION:

**That the Board receive the Employee Purchasing Cards Use 2006-07 report as information.**

### SYNOPSIS:

In accordance with Board Procedure PR A:27 Purchasing Cards, this report summarizes Board purchasing cards (P-Cards) use for the 2006-07 budget year.

### BACKGROUND COMMENTS:

#### Authorization of Users:

Purchasing cards are issued to users who have been approved by Executive Council. Currently, the Board has forty-nine corporate Purchasing Cards issued to administrative and maintenance employees. Board trustees and student trustees are not issued purchasing or credit cards. When required, a purchase card issued to administration is used to confirm travel/accommodation arrangements related to trustee or student trustee attendance at out of district meetings or conferences.

#### Audit Procedures:

The Board's external auditors perform random reviews of the expense statements and receipts as part of the annual audit. Supervisors review expenditures of staff that have been issued a purchasing card on a monthly basis. The Board's Controller of Finance has reviewed the Board procedure regarding purchasing cards with the forty-nine staff that have been issued cards.

**Expenditures:**

The P-Cards are used by Administrative staff primarily for Board business meetings and professional development expenditures, including expenditures incurred by staff in attendance at these meetings. Sixty-nine percent of the expenditures are purchases of goods and services by the Maintenance Department. Expenditures associated with the Board P-Cards include:

- Approved travel expenditures for authorized Board business
- Books, supplies required by the Board
- Facility maintenance supplies
- Information Technology supplies

The purchasing cards have credit limits of \$5,000 and a single purchase limit of \$1,000.

Comments respecting the expenditures listed in "Appendix A" are noted as follows:

1. The usage by the Superintendent of Education at \$22,364.27 and the Supervisor of Curriculum at \$18,398.29 is largely attributable to purchases that are reimbursed from the Ministry of Education pertaining to specific programs. This applies in varying degrees to other purchasing cards as well.
2. The usage by the sole principal was pursuant to a pilot exercise initiated to determine the need to provide purchasing cards to all principals. The pilot has since ended.
3. The usage by maintenance employees varies given the difference in job requirements, particularly for completing urgent repairs in a timely manner.

**FINANCIAL IMPACT:**

For the 2006-07 fiscal period, a total of \$334,756.37 was expended through the Board's twenty-one administrative cards and \$147,186.08 through the Board's twenty-eight maintenance employee cards, for a grand total of \$481,942.45.

**TIMELINES:**

This report covers the period from September 1, 2006 through August 31, 2007.

**APPENDICES:**

- Appendix A - Purchasing Card Summary of Expenditures
- Appendix B – PR A:27 Administrative Purchasing Cards Procedure

**REPORT REVIEWED BY:**

EXECUTIVE COUNCIL

SUPERINTENDENT

DIRECTOR OF EDUCATION:

Review Date: February 19, 2008

Approval Date: February 26, 2008

Approval Date: February 27, 2008



**PURCHASING CARD PURCHASES MADE FROM SEPT. 1, 2006 - AUG. 31, 2007**

PURCHASING CARD SUMMARY

TITLE OF CARDHOLDER	DEPARTMENT	CARD USE DOLLARS
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SENIOR ADMINISTRATION:

Director of Education		\$7,555.36
Superintendent of Business		\$1,250.96
Superintendent of Human Resources		\$4,377.62
Superintendent of Education		\$4,004.86
Superintendent of Education		\$650.89
Superintendent of Education		\$22,364.27

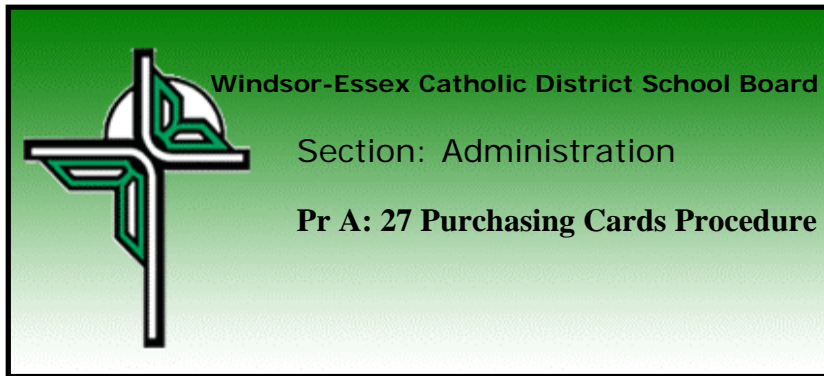
ADMINISTRATION:

Principal of Information Technology		\$5,418.93
Communications Officer		\$3,896.70
Controller of Facilities Services		\$2,526.59
Manager of Human Resources		\$2,220.14
Supervisor of Human Resources - Academic		\$109.98
Supervisor of Learning Support Services - Curriculum		\$304.21
Supervisor of Curriculum		\$18,398.29
Supervisor - Faith Development		\$795.10
Executive Assistant to the Board		\$2,386.87

SCHOOL PRINCIPALS

Principal -		\$1,977.44

TITLE OF CARDHOLDER	DEPARTMENT	CARD USE DOLLARS
FACILITIES SERVICES (Supervision)		
Maintenance Supervisor		\$6,822.26
Operations Supervisor		\$2,646.09
Operations Supervisor		\$13,920.42
Health & Safety Supervisor		\$1,507.89
FACILITIES SERVICES (Maintenance staff)		
Maintenance Employee		\$21,141.93
Maintenance Employee		\$17,343.11
Maintenance Employee		\$15,016.98
Maintenance Employee		\$25,754.47
Maintenance Employee		\$1,909.53
Maintenance Employee		\$15,537.34
Maintenance Employee		\$7,189.78
Maintenance Employee		\$6,192.15
Maintenance Employee		\$3,197.79
Maintenance Employee		\$32,590.64
Maintenance Employee		\$5,121.82
Maintenance Employee		\$25,886.47
Maintenance Employee		\$16,562.32
Maintenance Employee		\$480.57
Maintenance Employee		\$5,580.88
Maintenance Employee		\$10,497.44
Maintenance Employee		\$113.96
Maintenance Employee		\$12,595.36
Maintenance Employee		\$15,634.21
Maintenance Employee		\$2,566.19
Maintenance Employee		\$7,370.96
Maintenance Employee		\$15,962.45
Maintenance Employee		\$35,317.26
Maintenance Employee		\$8,500.74
Maintenance Employee		\$12,387.34
Maintenance Employee		\$13,258.73
Maintenance Employee		\$1,045.95
CONSULTANTS		
Catholic Studies		\$1,143.09
Catholic Studies		\$889.22
Catholic Studies		\$551.33
Elementary Curriculum		\$1,071.14
Elementary Curriculum		\$3,213.56
Secondary Curriculum		\$10,198.52
Communications/Languages		\$3,540.16
Oyap		\$6,420.54
I.T. Department		\$3,166.91
Literacy		\$1,536.17
A. V. DEPARTMENT		
Computer Services Department Technicians		\$12,320.57
<b>TOTAL P-CARD CHARGES FOR PERIOD 9/1/06 - 08/31/07</b>		<b>\$481,942.45</b>



PROCEDURE:	Pr A: 27
EFFECTIVE:	
AMENDED:	
RELATED POLICIES:	A:27 A:04 Pr A:04 A:12 F:02
REPEALS:	
REVIEW DATE:	

## 1.0 OBJECTIVE

### Appendix B

To provide procedures to govern the use of Board Purchasing Cards.

## 2.0 SCOPE

- 2.1 The use of the Purchasing Card for small dollar transactions is intended to replace purchases that would generally have been obtained by the Purchase Order or Petty Cash procedures.
- 2.2 It is unacceptable to use the Purchasing Card if the requested items have been denied through the Purchasing Requisition Process.
- 2.3 If the cardholder is uncertain regarding the acceptability of the purchase, they should discuss the issue with their manager or supervisor in advance of the purchase. If further clarification is required, the Purchasing Department should be contacted.

## 3.0 AUTHORIZATION

- 3.1 Purchasing Cards shall only be issued to those individuals who have been approved by Executive Council, and who have fully executed the Purchasing Card Employee Acknowledgement, which is attached as Appendix A.
- 3.2 To request consideration for approval from Executive Council, the employee's supervisor shall submit the employee's name and the rationale for the request detailing the employee's need for a Purchasing Card. Approval shall be at the discretion of Executive Council.
- 3.3 The Controller of Finance shall provide to Executive Council as requested, and file with Executive Council at least twice yearly, a list of individuals who have been issued a Purchasing Card and the year to date expenses charged to their cards.

- 
- 3.4 Supervisors shall execute the acknowledgement agreeing to review purchases to ensure the terms therein, as well as the provisions of the Board's Purchasing Card Policy and Procedure, are followed.
- 3.5 Management shall set authorization controls that include:
- a) restriction that there be no purchases of alcohol charged to the Purchasing Card.
  - b) restriction that there be no cash advances charged to the Purchasing Card.
  - c) monthly credit limits for individual cardholders.
  - d) dollar limit per transaction for individual cardholders to a maximum of \$3,000 (sales taxes excluded).
  - e) Types of merchants that will be authorized.
- 3.6 Cardholders shall not split transactions in order to comply with the dollar limits. Supervisors shall review purchases to determine whether items are being purchased separately to avoid these limits. Should the supervisor determine, at his or her discretion, that this procedure is being breached, he or she may take disciplinary action, including cancellation of the Purchasing Card.
- 3.7 The Board will receive an annual report on Purchase Cards. The report will contain the title of the person issued the purchase card and a summary of all expenses charged to their card.

#### **4.0 AUDIT**

- 4.1 Purchasing Cards are subject to audit at any time.
- 4.2 The bank produces monthly Purchase" Exception Reports" on individual cardholders by merchant category. The Central Card Coordinator will review these "Exception Reports" on a monthly basis. Regular spot audits will be performed to ensure successful implementation of the Program.
- 4.3 Exception Reports are designated to illustrate deviations from established Board standards, Policy and Procedure dealing with the use of Purchase Cards.

#### **5.0 PURCHASE PROCEDURES AT VENDOR**

- 5.1 The steps of a typical pick-up order include the following:
- a) the cardholder selects merchandise and presents it with the card to the cashier.
  - b) The cashier totals the sale and obtains authorization from the credit company.

- c) The cardholder signs and receives a detailed cash register receipt that is to be retained in his/her records (vendor's GST number must appear on the cash register receipt).

5.2 The steps of a typical telephone/mail/fax order include the following:

- a) the cardholder selects merchandise or service and then calls/mails/faxes the supplier with the order.
- b) the cardholder instructs the supplier to change the merchandise/service to their Purchasing Card and supplies the card number.
- c) the cardholder must instruct the supplier to follow these rules:
  - i. forward a receipt and/or packing slip to cardholder for confirmation
  - ii. ensure that the GST number is on the receipt or packing slip

## **6.0 BUDGET PROCEDURES**

- 6.1 The WECDSB Purchasing Cards are linked to budget accounts. Each card has been assigned a default school/board department budget code that is used to process payment for purchases made on the card. Re-allocation of expenditures is not encouraged but, at the discretion of the Controller, re-allocation will be accommodated by the Finance Department.

## **7.0 RECONCILIATION, PAYMENT AND RECORD**

- 7.1 Each cardholder will receive a Monthly Statement identifying each transaction made against the card during the previous month. The statement will be mailed to the cardholder at their office/school address. This cardholder statement is not to be paid but is for reconciliation purposes only. The total purchases will appear on the Master statement that is received by the Finance Department for direct payment.
- 7.2 The following steps are required for each cardholder for the reconciliation of all Purchasing Card purchases:
- a) The cardholder matches all transaction receipts and supporting documentation stored in the Purchasing Card monthly file folder with the transactions listed on his/her statement. This shall include an itemized receipt, credit card receipt, and if relating to a meal expense, an explanation as to whose expenses are being covered and the reason the expense was incurred. The documents are to be attached to the monthly statement and forwarded to the accounting department.
  - b) Should the transaction involve the purchase of air or train fare, the cardholder shall attach a copy of the boarding pass or ticket stub to the statement.
  - c) The cardholder acknowledges the verification of all monthly transactions listed by signing the monthly statement at the bottom.

Any discrepancies must be identified and appropriate action taken to resolve the problem

- d) Retain all receipts that do not appear on the current statement in the Purchasing Card monthly File Folder, to be submitted later with the statement on which they are listed.

7.3 The purchase cardholder must submit monthly statements to his or her supervisor for approval within 7 days of receipt of the statement.

7.4 Those functional areas that choose not to submit the required monthly reporting on time, will have **all cards** in their area designated as unusable for a one-month period by the Superintendent of Business. The Superintendent of Business will **not** attempt to track down the information, as the time frame to supply all information is considered reasonable. If a potential difficulty is looming, it is the responsibility of the Principal/Supervisor to contact the Central Card Coordinator. This option is intended to stress to all staff utilizing the card of the importance of timely reporting, thereby ensuring a proper audit trail.

7.5 Purchasing will assume that all transactions recorded by the bank are legitimate and the Cardholder/Principal will process payment to the bank without approval. Responsibility rests with the cardholder to ensure that all transactions are accurate and legitimate.

## **8.0 TERMINATED EMPLOYEES**

8.1 The following are steps taken when an employee leaves the School Board:

- a) Local management is responsible for collecting and destroying the card
- b) Local management notifies the Central Card Coordinator
- c) The Central Card Coordinator advises the bank to cancel the card

## **9.0 DISPUTE PROCESS**

9.1 The following steps should be taken for all transactions in dispute:

- a) Cardholder contacts supplier directly
- b) Supplier reviews information and either demonstrates the charge is legitimate, credits the account or continues dispute
- c) If the dispute continues, contact the Central Card Coordinator with details
- d) The Central Card Coordinator will work with CIBC to resolve the issue

## **10.0 LOST AND STOLEN CARDS**

- 10.1 The cardholder must notify the bank immediately of any lost or stolen card. The lost or stolen card will be cancelled and a replacement card will be issued. Until the card is reported lost or stolen, charges made on the card will be the responsibility of the school/department to which it has been issued. Cardholders should exercise care in keeping the Purchasing Card and its account number secure from theft or misuse.

## **11.0 OWNERSHIP OF CARDS**

- 11.1 All Purchasing Cards issued by the Windsor-Essex Catholic District School Board remain the property of the bank and as such, may be cancelled/revoked at any time.

**APPENDIX A**

**Purchasing Card Employee Acknowledgement**

This document outlines the responsibilities I have as a holder of the CIBC Purchasing Card for procurement. My signature indicates that I have read and understand these responsibilities and, agree to the policies and procedures established for the program.

1. The credit card is intended to facilitate the purchase and payment of materials and services required to conduct business. I cannot use the card for personal purchases.
2. Unauthorized use of the card can be considered misappropriation of funds. This could result in:
  - i) Immediate and irrevocable forfeiture of the card and/or
  - ii) Disciplinary action that may result in termination of employment
3. I understand that the card must be surrendered upon suspension or termination of employment, whether for retirement, voluntary, separation, resignation or dismissal. I may also be requested to surrender the card for reasons not related to my own personal situation, such as re-organization. I understand that use of the card, after privileges are withdrawn, is prohibited.
4. I will maintain the card with appropriate security whenever and wherever I may use the card. If the card is lost or stolen, I agree to notify CIBC and the Card Coordinator immediately. I understand failure to promptly notify CIBC of the theft, loss or misplacement of the Card could make me responsible for the fraudulent use of the card.
5. The Purchasing Card is issued in my name. I will not allow any other person to use my card.
6. I understand that since the Board is responsible for payment, I may periodically be required to comply with internal control procedures designed to protect the organizations assets. This may include being asked to produce the credit card records for audit purposes.
7. I understand that I will receive a monthly statement that will report all activity during the last cycle. I will resolve any discrepancies by either contracting the supplier of the Card Coordinator as appropriate. I understand that I will be required to obtain a copy of the cash register receipt or packing slip and reconcile them with the monthly statement.
8. I understand that all charges will be billed directly to and paid directly by the Board. I understand that CIBC cannot accept payment from me directly.
9. I agree to charge only those purchases consistent with the type of materials and services authorized by management.

I \_\_\_\_\_ hereby acknowledge the receipt of the Board's VISA Purchasing Card. I have verified the information contained thereon and attest to its accuracy.

Employee Name (please print) \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I \_\_\_\_\_ hereby acknowledge that \_\_\_\_\_ has been approved as holder of the CIBC Purchasing Card, and as supervising officer I shall make best efforts to review purchases to ensure compliance with conditions, policies and procedures.

Supervisor's Name (please print): \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_





1325 California Avenue  
 Windsor, ON N9B 3Y6  
 CHAIRPERSON: John Macri  
 DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
 March 4, 2008

## BOARD REPORT

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
 Mario latonna, Superintendent of Business  
 Shannon Ficon, Manager of Payroll

**SUBJECT:** **PUBLIC SECTOR SALARY DISCLOSURE ACT, 1996  
 DISCLOSURE FOR 2007**

**RECOMMENDATION:**

**That the Board receive the Public Sector Salary Disclosure Act, 1996 –  
 Disclosure for 2007 report as information.**

**SYNOPSIS:** The Ontario Public Sector Salary Disclosure Act, 1996 requires employers receiving public funding from the Government of Ontario to disclose annually the names, position titles, salaries and taxable benefits of their employees who are paid \$100,000 or more in a year. The Record of Employees’ 2007 Salaries and Benefits must be submitted to the Ministry of Education by March 4, 2008 and made publicly available without charge by March 31, 2008. The enclosed schedule Record of Employees’ 2007 Salaries and Benefits provides this information for the Windsor-Essex Catholic District School Board.

**BACKGROUND COMMENTS:** This information has been forwarded to the Ministry of Education.

**FINANCIAL IMPACT:** N/A

**TIMELINES:** N/A

**APPENDICES:** Record of Employees’ 2007 Salaries and Benefits.

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: February 25, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: February 26, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: February 27, 2008

RECORD OF EMPLOYEES' 2007 SALARIES AND BENEFITS

Cal Year	Sector	Employer	Surname	Given Name	Position	Salary Paid	Taxable Benefits
<b>Insert additional rows at the end as needed</b>							
2007	School Boards	Windsor-Essex Catholic District School Board	ARFIERO	COLLEEN	Principal.....	\$102,705.47	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	BAGGIO	DORIS	Principal.....	\$104,030.25	\$528.80
2007	School Boards	Windsor-Essex Catholic District School Board	BARICHELLO	MARIE	Principal.....	\$105,420.08	\$528.80
2007	School Boards	Windsor-Essex Catholic District School Board	BEAUREGARD	JEAN-PIERRE	Principal.....	\$103,193.70	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	BELLAIRE	KEVIN	Principal.....	\$103,571.35	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	BELLAIRE	STEVEN	Principal.....	\$101,577.03	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	BERTHIAUME	JOSEPH	Director, Education.....	\$181,158.21	\$0.00
2007	School Boards	Windsor-Essex Catholic District School Board	BORNAIS	DAVID	Principal.....	\$104,137.05	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	BOUDREAU	LISA	Principal.....	\$100,603.68	\$875.57
2007	School Boards	Windsor-Essex Catholic District School Board	BRODE	ANNE MARIE	Principal.....	\$104,029.65	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	BUMBACCO	JAMIE	Supervisor, Human Resources Academic.....	\$108,448.06	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	BYRNE	EMELDA	Acting Supervisor, Curriculum.....	\$105,766.29	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	BYRNE	JOHN	Principal.....	\$110,269.86	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	CECILE-PAGLIAROL	ELIZABETH	Principal.....	\$104,047.05	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	CLARK	LEO	Principal.....	\$110,245.26	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	COCCHETTO-PICCO	VELMA	Principal.....	\$104,217.45	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	DESOUZA	ALICIA	Principal.....	\$102,555.47	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	DEZIEL	DENISE	Principal.....	\$104,643.17	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	DONALDSON	RONALD	Principal.....	\$110,036.46	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	DRAGO	KAREN	Principal.....	\$102,929.58	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	FRIGON	GARY	Principal.....	\$102,577.67	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	GEML	MARY	Superintendent, Education.....	\$133,883.41	\$39.82
2007	School Boards	Windsor-Essex Catholic District School Board	GIGNAC	KENNETH	Controller, Finance.....	\$115,522.18	\$614.43
2007	School Boards	Windsor-Essex Catholic District School Board	HEBERT	DENISE	Department Head, Secondary Teacher.....	\$104,722.24	\$244.62
2007	School Boards	Windsor-Essex Catholic District School Board	IACONO	GIUSEPPE	Principal.....	\$100,955.88	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	IATONNA	MARIO	Superintendent of Business.....	\$139,026.57	\$0.00
2007	School Boards	Windsor-Essex Catholic District School Board	JOLICOEUR	GREGORY	Principal.....	\$102,560.27	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	KENNEDY	DARLENE	Principal.....	\$110,391.66	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	KEPRAN	ARDRA	Principal.....	\$102,552.47	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	LICATA	RINO	Principal.....	\$104,347.65	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	LITTLEJOHNS	PAULETTE	Manager, Human Resources.....	\$114,745.48	\$696.56
2007	School Boards	Windsor-Essex Catholic District School Board	LOZINSKY	DAVID	Principal.....	\$104,060.25	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	MARCHINI	PETER	Senior Financial Analyst.....	\$114,047.99	\$0.00
2007	School Boards	Windsor-Essex Catholic District School Board	MELITO	ANNA MARY	Principal.....	\$103,794.02	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	MINELLO	JAMES	Principal.....	\$110,376.06	\$528.80
2007	School Boards	Windsor-Essex Catholic District School Board	MOUSALY	ROSE	Chief Information Officer.....	\$112,536.49	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	MULVEY	KEVIN	Principal.....	\$110,422.86	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	MURRAY	PATRICK	Principal.....	\$104,332.00	\$528.80
2007	School Boards	Windsor-Essex Catholic District School Board	OUELLETTE	JONI	Principal.....	\$102,652.07	\$546.56
2007	School Boards	Windsor-Essex Catholic District School Board	PALLISCO	RITA	Principal.....	\$104,225.25	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	PANNUNZIO	MICHAEL	Principal.....	\$105,206.54	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	PICARD	PAUL	Senior Manager, Human Resources.....	\$135,750.08	\$228.16
2007	School Boards	Windsor-Essex Catholic District School Board	POIRIER	ELAINE	Principal.....	\$112,536.49	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	RENAUD	GARY	Principal.....	\$102,726.47	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	RIVAIT	BRIAN	Principal.....	\$103,929.45	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	SASSO	RANDAL	Principal.....	\$108,615.40	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	SHELL	JOAN	Principal.....	\$102,755.27	\$528.80
2007	School Boards	Windsor-Essex Catholic District School Board	SCHULERT	SEAN	Principal.....	\$104,078.25	\$569.22
2007	School Boards	Windsor-Essex Catholic District School Board	SEGUIN	CAROL	Principal.....	\$104,065.05	\$587.24
2007	School Boards	Windsor-Essex Catholic District School Board	SEGUIN	MICHAEL	Superintendent, Education.....	\$146,253.79	\$37.23
2007	School Boards	Windsor-Essex Catholic District School Board	SHEA	BARBARA	Principal.....	\$110,313.66	\$528.72

**RECORD OF EMPLOYEES' 2007 SALARIES AND BENEFITS**

Cal Year	Sector	Employer	Surname	Given Name	Position	Salary Paid	Taxable Benefits
<b>Insert additional rows at the end as needed</b>							
2007	School Boards	Windsor-Essex Catholic District School Board	STAUDT	LINDA	Superintendent, Education.....	\$138,921.94	\$0.00
2007	School Boards	Windsor-Essex Catholic District School Board	VILLALTA	MARILYN	Principal.....	\$104,057.85	\$528.72
2007	School Boards	Windsor-Essex Catholic District School Board	WILK	CAROL	Principal.....	\$100,660.08	\$591.52
2007	School Boards	Windsor-Essex Catholic District School Board	WILSON	ESTER	Principal.....	\$103,347.02	\$528.72

I certify that the information provided on this record is correct in accordance with the *Public Sector Salary Disclosure Act, 1996*.

This record has been approved by:

Mario latonna			Superintendent of Business				
<b>Name</b>					<b>Position Title</b>		
519-253-2481 ext. 1211							
<b>Phone Number</b>					<b>Date</b>		

Prepared under the *Public Sector Salary Disclosure Act, 1996*



1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: John Macri  
DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
March 4, 2008

## BOARD REPORT

**Public**  **In-Camera**   
**PRESENTED FOR:** Information  Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
 Mario Iatonna, Superintendent of Business  
**SUBJECT:** **SPECIAL EDUCATION FUNDING/RESERVE**

### RECOMMENDATION:

**That the Board receive the report on Special Education Funding/Reserve as information.**

### SYNOPSIS:

The Board has taken a number of actions in the past with respect to special education funding. This report addresses the historical and current funding in the context of the establishment of a special education reserve when future surpluses accrue pursuant to the Ministry of Education's special education allocation.

### BACKGROUND COMMENTS:

Several years ago, the Ministry of Education amended the formula for funding school boards and, in so doing, protected special education funding. Specifically, the regulation required the Ministry's allocation for special education to a school board in any given year to be spent solely for special education purposes. Any unspent funding was mandated to be placed in a reserve, which reserve was only to be accessed in subsequent years for special education expenditures.

Following the implementation of the regulation, there were discussions as to the identification of expenditures, which would appropriately be charged against the special education allocation. For example, the social workers and behaviour specialists as employed by the Board were not exclusively dedicated for the purpose of providing services for students with special needs. Some of their time was spent providing services to the general student population.

As a result in approximately 2001, it was decided that Learning Opportunities Grant money would be added to the special education allocation to offset the general costs associated with these positions. This was undertaken in this manner, since it was deemed easier to add dollars to the special education budget rather than to apportion out costs to the general budget for social workers and behaviour specialists. The amount added at the time was approximately \$1M per year.

In 2003-04, educational assistants started to provide lunchtime supervision, so that teachers could receive the required 40 minutes for lunch. This led to a review of the applicability of these supervision costs to special education. These costs, estimated at the time at about \$600,000 per year, were charged against the special education allocation. It was not until the 2005/06 school year that lunchtime supervision of the general student population was not charged against the special education allocation.

In 2004-05, the Learning Opportunities Grant was not added, as had been done in the past, to the special education allocation to offset the general costs for social workers, behaviour specialists and educational assistant lunchtime supervision costs. The special education budget in that year had a surplus at year end, without any other sources of grant revenues, in the amount of \$175,000. Under the enveloping rules that protect special education funds, this amount should have been put in a special education reserve. However, it was not.

In addition, at the same time that this surplus was reported, it was determined that 80% of social workers' and behaviour specialists' time and 95% of educational assistants' time was for special education purposes. It was further determined that this proportioning of expenses would start in the following school year, notwithstanding that there had been no changes in the terms of employee contracts or job descriptions effective for 2005-06.

Therefore, in 2004-05 the \$1M from the Learning Opportunities Grant was not added to special education, as had been done in previous years and, furthermore, 100% of social workers', behaviour specialists' and educational assistants' costs were treated as special education expenditures.

Based on the above, it appears that, since funding from other grant sources was not added to the special education allocation for the 2004-05 school year, then in excess of \$1M in general expenditures was charged to special education contrary to the enveloping rules. Therefore, it further appears that at the end of 2004-05, there should have been a special education reserve in the amount of approximately \$1,175,000.

However, in 2005-06 there was a deficit of \$700,000 in the special education budget followed by a \$1,481,000 deficit in 2006-07. The projected budget deficit for special education in 2007-08 at year end is \$565,000, which would result in a cumulative deficit of \$2,746,000.

Given these past, current and projected future circumstances, there are no funds available for a special education reserve.

**FINANCIAL IMPLICATIONS:**

Based on the background and comments provided above, the status of the special education reserve over the past few years would have been as follows:

2004-05 Special Education Surplus	\$ 175,000
2004-05 Estimated Special Education Surplus (Based on 80% and 95% of social worker and behavioural specialist time charged to special education allocation)	<u>\$1,000,000</u>
2004-05 Estimated Special Education Year-End Reserve	\$1,175,000
2005/06 Special Education Budget Deficit	\$ -700,000
2006/07 Special Education Budget Deficit	\$ -1,481,000
2007/08 Special Education Budget Deficit	<u>\$ -565,000</u>
	\$-2,746,000
2007-08 Projected Special Education Year-End Reserve	<u>\$ 0</u>

**TIMELINES:**

Timelines are noted in the Background and comments section.

**APPENDICES:**

None.

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	February 19, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	February 26, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	February 27, 2008



1325 California Avenue  
 Windsor, ON N9B 3Y6  
 CHAIRPERSON: John Macri  
 DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
 March 4, 2008

## BOARD REPORT

**Public**                      **In-Camera**           

**PRESENTED FOR:**   Information              Approval           

**PRESENTED BY:**    Senior Administration

**SUBMITTED BY:**    Joseph Berthiaume, Director of Education  
                                   Mario Iatonna, Superintendent of Business

**SUBJECT:**            **OLDE SANDWICH TOWNE INTERIM CONTROL BY-LAW**

**RECOMMENDATION:**

**That the Board receive the report on the Olde Sandwich Towne Interim Control By-Law as information.**

**SYNOPSIS:**

This report responds to a request at a recent Board meeting for an update on the status of the City of Windsor’s Olde Sandwich Towne Interim Control By-law. At its meeting held on February 25, 2008, City Council formally extended the by-law until January 29, 2009.

**BACKGROUND COMMENTS:**

The details regarding the history and contents of the Interim Control By-Law are provided in the attached report dated February 6, 2008 which was submitted by the City of Windsor Planning Department to City Council for consideration by Council at its meeting held on February 25, 2008. Specific points of note from the report are as follows:

1. “The Interim Control By-Law was approved to prohibit the use of land, buildings or structures within the Sandwich area, except as may be set out in the by-law, while the City is completing a Community Improvement Plan. The Demolition control By-law was passed to ensure that buildings are not demolished, which could have the effect of destabilizing inherent features such as heritage buildings, the neighbourhood(s), community and the functions and characteristics of existing buildings.”
  
2. The Community Improvement Plan study began in December 2007 and is expected to last approximately nine months. After the Plan is completed, “time will be required to adopt the Plan by by-law, and to implement official plan and zoning amendments it recommends”.

3. The Sandwich Heritage District Conservation Plan has been completed by the City and is appended to the attached City report as Schedule "C".
4. Exemptions from the By-Law will continue to be considered on a case-by-case basis. "Reasonable requests for exemptions could include, but not limited to, situations where an Emergency Order under the Ontario Building Code is required, or where there is an imminent danger to the safety of the public, or the project is one undertaken by a not-for-profit or public body to provide a clearly needed public service or benefit, and there will not be negative archaeological or heritage impacts, and there is urgency in commencement of the project and the proponent does not require any further approvals other than a building permit or site plan approval."

St. Francis School is contained within the area of the Interim Control By-Law and the Community Improvement Plan study. It is not included in the area designated in the Sandwich Heritage District Conservation Plan. Any proposed work at the school requiring a demolition and/or building permit may require an exemption from the applicable by-law to be approved by City Council. Significant work at the school is not planned during the period of the extension of the Interim Control By-Law.

**FINANCIAL IMPACT:**

Not applicable.

**TIMELINES:**

The Interim Control By-Law has been extended by the City of Windsor to January 29, 2009.

**APPENDICES:**

- City of Windsor Planning Department Report – Olde Sandwich Towne Interim Control By-Law 19-2007 / Demolition Control By-Law 20-2007

**REPORT REVIEWED BY:**

EXECUTIVE COUNCIL

SUPERINTENDENT

DIRECTOR OF EDUCATION:

Review Date: February 25, 2008

Approval Date: February 27, 2008

Approval Date: February 27, 2008



**Item No. 10**

**THE CORPORATION OF THE CITY OF WINDSOR  
Community & Protective Services--Planning Department**

**MISSION STATEMENT:**

*"The City of Windsor, with the involvement of its citizens, will deliver effective and responsive municipal services, and will mobilize innovative community partnerships"*

<b>LiveLink REPORT #: 13294 Z/8581</b>	<b>Report Date: February 6, 2008</b>
<b>Author's Name: Kevin Alexander, MCIP RPP</b>	<b>Date to Council: February 25, 2008</b>
<b>Author's Phone: 519 255-6543 ext. 6732</b>	<b>Classification #:</b>
<b>Author's E-mail: kalexander@city.windsor.on.ca</b>	

**TO: Mayor and Members of City Council**

**SUBJECT: Olde Sandwich Towne Interim Control By-Law 19-2007/ Demolition Control By-Law 20-2007**

City Wide: \_\_\_\_\_ Ward(s): 2

**1. RECOMMENDATION:**

- I** That By-law 19-2007 (as amended by By-law 18-2008), being an Interim Control By-law for Olde Sandwich Towne, **BE FURTHER EXTENDED until January 29, 2009** in order to allow the municipality to complete and adopt a Community Improvement Plan being studied for the Olde Sandwich Towne Community Planning Study Area.
- II** That By-law 35-2008 **BE PASSED** at this meeting.

**EXECUTIVE SUMMARY:**

N/A

**2. BACKGROUND:**

The purpose of this report is to present Council with the implications of allowing the Interim Control By-Law to lapse and to provide Council with a consistent, reasonable and legally viable course of action until the Community Improvement Plan adopting by-law is approved. Unless Council decides to extend the Interim Control By-Law on or prior to its expiration date of February 26, 2008, it will lapse.

**Olde Sandwich Towne Community Planning Study**

On February 28, 2005, Windsor City Council directed the Planning Department to undertake a study for lands located west of the Ambassador Bridge (CR127/2005). On October 20, 2006, Windsor City Council adopted the Olde Sandwich Towne Community Planning Study (CPS) Report (CR519/2006) "as the City's guide for future planning, capital budgeting and community improvement efforts in Sandwich" (See Schedule "A" for a table identifying Olde Sandwich Towne Community Planning Initiatives since 2004). The Olde Sandwich Towne Community Planning Study identified a vision for Olde Sandwich Towne, and 29 recommendations aimed at guiding the community toward a stronger future.

**Interim Control By-Law 19-2007 and Demolition Control By-Law 20-2007**

Section 38 (1) of the Planning Act permits an interim control by-law to be passed in order to undertake a study of land use planning policies in a defined area of a municipality. On January 29, 2007, Council passed Interim Control By-Law 19-2007 and Demolition Control By-Law 20-2007 (CR45/2007). For Interim Control By-law 19-2007, the Olde Sandwich Towne Community Improvement Plan qualifies as the study of land use planning policies and the defined area of the municipality under study is the Olde Sandwich Towne Community Planning Study Area.

The Interim Control By-Law was approved to prohibit the use of land, buildings or structures within the Sandwich area, except as may be set out in the by-law, while the City is completing a Community Improvement Plan. The Demolition Control By-law was passed to ensure that buildings are not demolished, which could have the effect of destabilizing inherent features such as heritage buildings, the neighborhood(s), community, and the functions and characteristics of existing buildings.

On January 25, 2008, Council approved the extension of Interim Control By-law 19-2007 (in the form of By-law 18-2008) until February 26, 2008 to allow the public an opportunity to provide input at the February 25, 2008 meeting of Council.

**Olde Sandwich Towne Community Improvement Plan (CIP)**

Pursuant to Section 28 (2) of the Planning Act, Windsor City Council began the Community Improvement Plan process for Sandwich on June 11, 2007 by designating a Community Improvement Project Area (CR230/2007 By-law #109-2007). For consistency with the boundary applicable to Interim Control By-law 19-2007, and in order to implement one of the recommendations in the Sandwich Community Planning Study, the Community Improvement Project Area boundary is that of the Olde Sandwich Towne Community Planning Study Area (See Schedule "B").

This area of designation includes housing stock in need of maintenance, rehabilitation and/or repair, declining commercial or mixed use areas where there are a number of vacant or underutilized properties, areas in which there are land use conflicts as a result of incompatible uses; and areas that have deficient municipal services such as parks, sewers and roads.

In the time since June 11, 2007, administration has been implementing the directions approved in CR230/2007, including the establishment of a CIP Steering Committee and the undertaking of a Request For Proposals process to engage a qualified consultant to complete the CIP. The consultants were retained in late November 2007 and began working on the Community Improvement Plan study in December 2007. The Community Improvement Plan study will last approximately nine (9) months. Thereafter, time will be required to adopt the Plan by by-law, and to implement official plan and zoning amendments it recommends.

The completion of the Community Improvement Plan process for Olde Sandwich Towne therefore will extend beyond the year granted by Interim Control By-Law 19-2007. Section 38 (2) of the Planning Act permits Council to extend the by-law for up to one (1) additional year from the date of passing of an interim control by-law, for a maximum of two (2) years. This extended period will allow for the completion and implementation of the required study. Once this by-law expires Council may not pass another interim control by-law for this area again for any reason for a period of three (3) years. If the Olde Sandwich Towne Community Improvement Plan is completed, and the implementing by-law, official plan, and zoning amendments are approved by Council before the stated expiry date of an interim control by-law, the by-law may be repealed.

### **The Sandwich Heritage Conservation District Plan**

Another recommendation of the Olde Sandwich Towne Community Planning Study was to hire a consultant to investigate designating Sandwich a Heritage Conservation District (HCD). On March 27, 2006, City Council directed Administration to hire a heritage consultant to prepare a Heritage Conservation District Plan and overview study for the Sandwich area. The Heritage Conservation District plan is not the study that qualifies as the required planning study of Interim Control By-law 19-2007. The Heritage Conservation District study will however, inform the Community Improvement Plan process of the need for programs such as incentives for heritage properties within the Heritage Conservation District, which will be addressed as part of the Community Improvement Plan's broader range of objectives.

A draft of The Sandwich Heritage Conservation District Plan was presented to the public for input in December 2007 (See Schedule "C"). The Sandwich Heritage Conservation District Plan will not be submitted to Council for approval until March 2008 at the earliest. If Council approves the recommendations of the Heritage Conservation District study, then additional time will still be required for the preparation of the by-law for the Heritage Conservation District and implementing official plan and zoning amendments.

### **3. DISCUSSION:**

Allowing Interim Control By-law 19-2007 (as amended by By-law 18-2008) to lapse on its expiration date of February 26, 2008, or not extending the By-Law until the Community Improvement Plan is completed will defeat this By-law's purpose. Without interim control in place, any request for a building permit, including a demolition permit if demolition is necessary prior to building, would be processed. If technically complete, building and/or demolition permits would be issued.

It would not be a prudent planning option to amend the Interim Control By-law boundary because there is no defensible basis for identifying which properties should remain in or outside of the boundary at this time. However, to date, fifteen requests for exemptions within the boundary have been considered on a case-by-case basis (six (6) building permits and nine (9) demolition permits). This approach is viewed as the most consistent and reasonable way of proceeding with requests for building and demolition permits that do not negatively impact the vision of the Olde Sandwich Towne Community Planning Study or prematurely alter or destroy inherent attributes and physical features of the community, until the Community Improvement Plan and Heritage Conservation District can be adopted by by-law. Reasonable requests for exemptions could include, but not limited to, situations where an Emergency Order under the Ontario Building Code is required, or where there is an imminent danger to the safety of the public, or the project is one undertaken by a not-for-profit or public body to provide a clearly needed public service or benefit, and there will not be negative archaeological or heritage impacts, and there is urgency in commencement of the project and the proponent does not require any further approvals other than a building permit or site plan approval.

Based on the information presented it is in the City's best interest to extend Interim Control By-Law 19-2007 (as amended) for an additional year from the date of its passing, and retain Demolition Control By-Law 20-2007 indefinitely, or at least until the Community Improvement Plan by-law can be adopted.

### **4. FINANCIAL MATTERS:**

The preparation of the Olde Sandwich Towne Community Improvement Plan is being funded through a 2007 Capital Budget allocation. The preparation of Official Plan and Zoning By-law amendments that may result from the Plan's recommendations is a project for which funds have

been allocated in the 2008 recommended Capital Budget. If a by-law is passed to extend the time period defined in By-Law 19-2007 (as amended), advertising costs associated with giving the required public notice of the by-law's adoption will be covered in the Operating Budget allocated for that purpose.

## **6. CONSULTATIONS:**

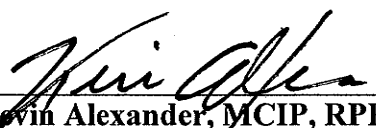
Section 38 (3) of the Ontario Planning Act does not require that the municipality provides notice or holds a hearing prior to the passing of the interim control by-law, but the city clerk must give the required notice of the passage of the by-law.


## **7. CONCLUSION:**

As reported to Council on January 29, 2007, the adoption of interim control and demolition control by-laws is an important prerequisite to the completion of a viable Sandwich Community Improvement Plan. They ensure that no actions will be taken that potentially, could have the negative effect of destabilizing neighbourhoods or key components and characteristics of the community.


While the Interim Control By-law is in effect Administration will continue to process requests for building and demolition permits on a case-by-case basis and requested exemptions to the Interim Control By-law will be presented for Council's consideration on the merit of each application. This approach is viewed as the most consistent and reasonable way of proceeding with requests for building and demolition permits that do not negatively impact the vision of the Olde Sandwich Towne Community Planning Study or prematurely alter or destroy inherent attributes and physical features of the community, until the Community Improvement Plan and Heritage Conservation District implementing by-laws, official plan, and zoning amendments are approved by Council. Reasonable requests for exemptions could include, but not limited to, situations where an Emergency Order under the Ontario Building Code is required, or where there is an imminent danger to the safety of the public, or the project is one undertaken by a not-for-profit or public body to provide a clearly needed public service or benefit, and there will not be negative archaeological or heritage impacts, and there is urgency in commencement of the project and the proponent does not require any further approvals other than a building permit or site plan approval.

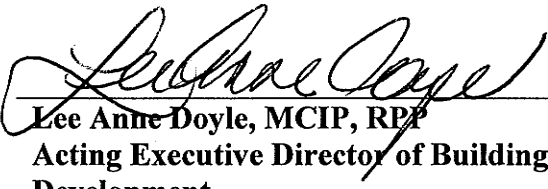
For these reasons Administration recommends that Interim Control By-Law 19-2007 (as amended) be extended for the maximum time period allowed under the Ontario Planning Act, of two (2) years, until January 29, 2009 from the date of the passing of By-law 19-2007 (passed on January 29, 2007), and that the Interim Control By-Law boundary remain unchanged.

  
 Kevin Alexander, MCIP, RPP  
 Community Development Planner

  
 Thom Hunt, MCIP, RPP  
 Acting City Planner

  
 Michael Duben  
 General Manager of Community and Protective Services

  
 George Wilrki  
 City Solicitor

  
 Lee Anne Doyle, MCIP, RPP  
 Acting Executive Director of Building & Development

KA/pc

**APPENDICES:**  
 Schedule "A" - Olde Sandwich Towne Community Planning initiatives since 2004  
 Schedule "B" - Olde Sandwich Towne Community Planning Study Boundary  
 Schedule "C" - Heritage Conservation District Study Area

**DEPARTMENTS/OTHERS CONSULTED:**  
 Name: Jim Yanchula, Manager of Urban Design & Community Development  
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 Name: Thom Hunt, Acting City Planner  
 Phone #: 519-255-6281 ext. 6897  
 Name: Wira Vendrasco, Legal Counsel  
 Phone #: 519-255-6100 ext. 6375  
 Name: Lee Anne Doyle, Acting Executive Director of Building & Development  
 Phone #: 519-255-6732 ext. 6444  
 Name: Michael Duben, General Manager of Community and Protective Services  
 Phone #: 519-255-6100 ext. 6163  
 Name: Bill Jean, Manager of Permit Services/Deputy Chief Building Official  
 Phone #: 519-255-6267 ext. 6459

NOTIFICATION:				
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Ann Peterson	3494 Mulford Court Windsor On N9C 1W7		(519)258-7606	
Bill Renaud	351 Mill Street Windsor ON N9C 2R3	wrenaud4@cogeco.ca	(519)981-9723	

<b>Brandon Linton</b>	3130 Wyandotte St. Windsor ON N9C 1M6	Linton6@uwindsor.ca	(519)252-9146	
<b>Bridget Scheuerman</b>	963 Windemere Rd Windsor, ON N8Y 3E5	bscheuerman@cogeco.ca	(519)253-4160	
<b>Charlotte Watkins</b>	375 Watkins Windsor ON N9C 2X9		(519)256-0809	
<b>Christine Coral</b>	Sandwich Massage Therapy Clinic 3277 Sandwich St Windsor ON N9C 1A9	smtc@bellnet.ca	(519)252-7633	
<b>Connie Martin</b>	3640 Wells St. Windsor ON N9C 1T9	cmartin@maryvale.ca	(519)258-0549 ext.137	(519)258-0488
<b>Councilor Caroline Postma</b>	841 Bruce Ave. Windsor ON N9A 4X6	cpostma@city.windsor.on.ca	(519)971-0728	
<b>Councilor Ron Jones</b>	390 Randolph Ave. Windsor ON N9B 2T6	rjones@city.windsor.on.ca	(519)252-1005	
<b>Dan Stamper</b>	Detroit International Bridge Company P.O. Box 32666 Detroit, MI 48232	dan@ambassadorbridge.com laura@ambassadorbridge.com	586-939-7000 ext 2558	
<b>Debbie Roberts</b>		debby.robert@caw.ca		
<b>Donna Longmoore</b>	3225 Sandwich St. Unit B Windsor ON N9C 1M6	thescoop@cogeco.ca	(519)255-1293	
<b>Dr. Greg Hanaka</b>	3170 Sandwich Street Windsor ON N9C 1A6	ghanaka@aol.com	(519)726-6360 (519)258-5271	(519)258-7888
<b>Ernie Lamont</b>	c/o 1468 Goyeau Windsor ON N8X 3L3			
<b>Fr. Bill Bradley</b>	238 St. Louis Ave. Windsor ON N9C 4B7	william.bradley@sympatico.ca	(519)253-4824 (519)255-1127 x29	(519)253-8960
<b>Frank Favot</b>	1114 Harrison Ave. Windsor ON N9C 3J5	fjlancers@hotmail.com	(519)252-9313 (519)973-2187	
<b>Frank Pare</b>	3170 Sandwich St. Windsor ON N9C 1A6		(519)258-5271	(519)258-7888
<b>Gordon Wickham</b>	Danbury Property Mgt. 5795 Tecumseh Rd E Windsor ON			974-6893
<b>GSP Group Glenn Scheels</b>	72 Victoria St. S. Suite 201 Kitchener ON N2G 4Y9	gscheels@gspgroup.ca	(519)569-8883	(519)569-8643

<b>Hector Renaud</b>	1536 Felix Ave. Windsor, ON N9C 3M2		(519)253-8765	
<b>Hildegard Ashe</b>	Olde Sandwich Towne Festival c/o 3777 Charon Beach Road, R.R. #2 Belle River ON N0R 1A0			
<b>James Mays</b>	204-3411 Sandwich St. Windsor ON N9C 1A9	zms246@yahoo.com	(519)254-6853	
<b>Jennifer Sekela</b>	5920 Kingsley Avenue Windsor ON N9J 3P2	jsekela@sympatico.ca	(519)972-8132	
<b>Jerry Udell, Solicitor</b>	McTague Law Firm 455 Pelissier St. Windsor, ON N9A 6Z9	judell@mctague.net		
<b>Joan Allison</b>	3312 Sandwich Street Windsor ON N9C 2X9	jallison@police.windsor.on.ca	(519)255-6173	
<b>Joan Carter</b>	666 Chippawa St. Apt. 304 Windsor, ON N9C 4B9	Jfcarter50@hotmail.com		
<b>John Bewsher</b>	709-605 Mill Street Windsor ON N9C 4B7	bewsher_john@canada.com	(519)258-1911	
<b>John Elliott</b>	3581 Wolfe Crt. Windsor ON N9C 1X2	jelliott@primus.ca	(519)973-9692 (519)254-6999	(519)254-0683
<b>John Muir</b>	1320 Chateau Ave Windsor ON N8P 1M2		(519)739-6229	
<b>Katherine Graham, Archeologist</b>	Ontario Archeological Society Windsor Chapter c/o 631 Richmond St. Amherstburg ON N9V 3Y4	windsoroas@yahoo.ca		
<b>Kevin Flood</b>	P O Box 118 Essex, ON N8M 2Y1	kevin_flood@hotmail.com		
<b>Lawrence &amp; Monica Reaume</b>	3327 Peter Windsor ON N9C 1H9		(519)252-4030	
<b>Leon Paroian Solicitor</b>	Box 970, Station A 2510 Ouellette Windsor ON N8X 1L4	lparoian@paroianlaw.com		
<b>MaryAnn Cuderman</b>	3118 Sandwich St. Windsor ON N9C 1A6	macuderman@cogeco.ca	(519)258-0361	(519)258-5209
<b>Matt Buschman</b>	Buschante Development Group 1041 Huntington Belle River, ON N0R 1A0		519-999-9907	966-6702

<b>Merry Ellen ScullyMosna</b>	3277 Sandwich St. Windsor ON N9C 1A9	mscully@city.windsor.on.ca	(519)255-7600	
<b>Mike Allen</b>	1279 Prince Road Windsor ON N9C 3A4	Mallen75@cogeco.ca	(519)256-4273 (519)551-2088	(519)252-9436
<b>Mohammad El-Mosri</b>	1725 St. Clair Ave Windsor, ON N9B 3T7			
<b>Nicole Sekela Blunt</b>	Rock Bottom Bar & Grill 3236 Sandwich Street Windsor ON N9C 1A8	nicole@rockbottom.ca	(519)258-7553	
<b>Nina L. Duggan</b>	3223 Peter Street Windsor ON N9C 1H6			
<b>Norm Becker, P. Eng</b>	1127 Victoria Windsor, ON N9A 4N9			256-4176
<b>Norm Wilson</b>	3839 Sandwich Windsor, ON N9C 1C2	Wildhogman2001@yahoo.com		
<b>Pat Schincariol</b>	2355 Mark Windsor ON N9E 3X8	pbshink@mnsi.net	(519)972-6533	(519)258-3693
<b>Patricia Carter</b>	3165 Russell Street APT. 107 Windsor ON N9C 4E1	pcarter@themcc.com	(519)977-8965 (519)255-1127 x29	
<b>Paula Lombardie, Solicitor</b>	Siskinds LLP 680 Waterloo Street London ON N6A 3V8	paula.Lombardi@siskinds.com		
<b>Pauline Gemmell</b>	Sandwich Community Health Centre 749 Felix Ave. Windsor ON. N9C 4E9	pagemmell@sandwichchc.org	(519)254-3402 Ext.125	
<b>Peter Deck</b>	3450 Ouellette Avenue Windsor ON N9E 3L9		(519)967-0173	519-254-2219
<b>Randi Glos</b>	3535 N. Service Rd. E. Windsor ON N8W 5R9	randi@randi.ws	(519)253-6663	(519)253-0031
<b>RCI Consulting Luciano Piccioni</b>	28 Woodbridge Rd. Hamilton ON L8K 3C7	bfguy@cogeco.ca	(905)545-1899	(905)667-1520
<b>Rebecca Rudman</b>	United Way 300 Giles Blvd. Windsor ON N9C 1W7	rrudman@weareunited.com	(519)258-0000 ext. 1182	
<b>Rod Strickland</b>	University of Windsor Lebel Building 401 Sunset Windsor ON N9B 3P4	strickl@uwindsor.ca	(519)253-3000 ext. 2849 or 2828	
<b>Sandra Renni</b>	3388 Sandwich St. Apt. 203 Windsor ON N9C 1B1	Agot2boyz@aol.com	(519)258-1132	



<b>Shelly Duben</b>	480 Shoreview Circle Windsor ON N8P 1M7	shelly.duben@gecdsb.on.ca	(519)253- 1166	
<b>Shelly Harding- Smith</b>	3629 Queen Street Windsor ON N9C 191	Shelley.harding.smith@sympatico.ca	(519)973- 9337	
<b>Youssef Hadi</b>	2880 Normandy LaSalle, ON N9H 2P3		945-3535	

**Schedule "A"**

**OLDE SANDWICH TOWNE COMMUNITY PLANNING INITIATIVES Since 2004**

**The Vision: "Olde Sandwich Towne is a vibrant waterfront community"**

Olde Sandwich Towne CPS, 2006.

NAME OF STUDY	PURPOSE OF STUDY	COMPLETION DATE
<b>Community Improvement Plan</b>	The purpose of the Community Improvement Plan is to establish the policies, tools and legislative powers needed to implement the vision, goals and 29 recommendations established through the Old Sandwich Towne Community Planning Study. The Planning Department will monitor and assist the consultant with the development of this plan. The Olde Sandwich Towne Citizen's Advisory Group and Community Improvement Plan Steering Committee will oversee and act as a resource to the consulting team.	The CIP study and process should be completed by January 2009.
<b>Interim Control By-Law # 19-2007 and Demolition Control By-Law # 20-2007</b>	To ensure that actions are not taken within the Sandwich area, such as demolition of buildings or the construction of potentially incompatible land uses, which could have the effect of destabilizing the character and important features of the community, and the functions and characteristics of existing buildings, Council passed an Interim Control By-Law and Demolition Control By-Law for this area. The Interim Control By-Law permits the continued use of lawfully existing buildings for any use permitted by By-law 8600 for the lands affected. It will not permit the construction of new buildings or structures while interim control is in effect.	Interim Control By-Law # 19-2007 expires January 29, 2008, but may be extended until January 29, 2009, until the completion of the Community Improvement Plan process. Demolition Control By-Law # 20-2007 remains in effect indefinitely.
<b>Heritage Conservation District Study</b>	An early recommendation during the Olde Sandwich Towne Community Planning study process requested the City to hire a consultant to investigate designating Sandwich a Heritage Conservation District (HCD). The study includes the following phases: <ul style="list-style-type: none"> <li>• Phase I (approved July 16, 2007)—included an analysis of the architectural and historical resources of the original 1797 Huron Reserve, and identified an area that warrants a more in-depth analysis as a potential Heritage conservation District (HCD).</li> <li>• Phase II (underway)—provide a more in-depth analysis of the area identified in phase I and a Heritage Conservation District Plan, design guidelines and policies to conserve and enhance the character of the District</li> </ul>	The Heritage Conservation District (HCD) Plan and process should be completed by the end of the summer or early fall 2008.
<b>Olde Sandwich Towne Community Planning Study</b>	The purpose of the Community Planning Study was to identify strength and weakness of the Sandwich community. This was accomplished through research and the establishment of the Olde Sandwich Towne Community Task Force, made up of key members of the community. The Task Force also established a vision for Olde Sandwich Towne, identified community goals and 29 recommendations aimed at guiding the community towards a stronger future.	Approved October 30, 2006

NAME OF STUDY	PURPOSE OF STUDY	COMPLETION DATE
<p><b>Olde Sandwich Towne Economic Development Corporation</b></p>	<p>On October 4, 2004, Council approved an Economic Development Corporation to promote economic development in the Sandwich area. The Municipal Act grants Economic Development Corporations several powers, including the authority to acquire land, provide services, and generally improve the quality and appearance of the area.</p> <p>Upon the recommendation of the Planning Department, City Council decided to hold off on the Economic Development Corporation until other studies, such as the Community Planning Study (approved in 2006), and the Community Improvement Plan (underway) are completed. These studies would establish the vision and goals of the community and give an eventual EDC the tools and direction needed to move the Olde Sandwich Towne area toward a better future.</p>	<p>On hold pending completion of the Olde Sandwich Towne Community Improvement Plan</p>

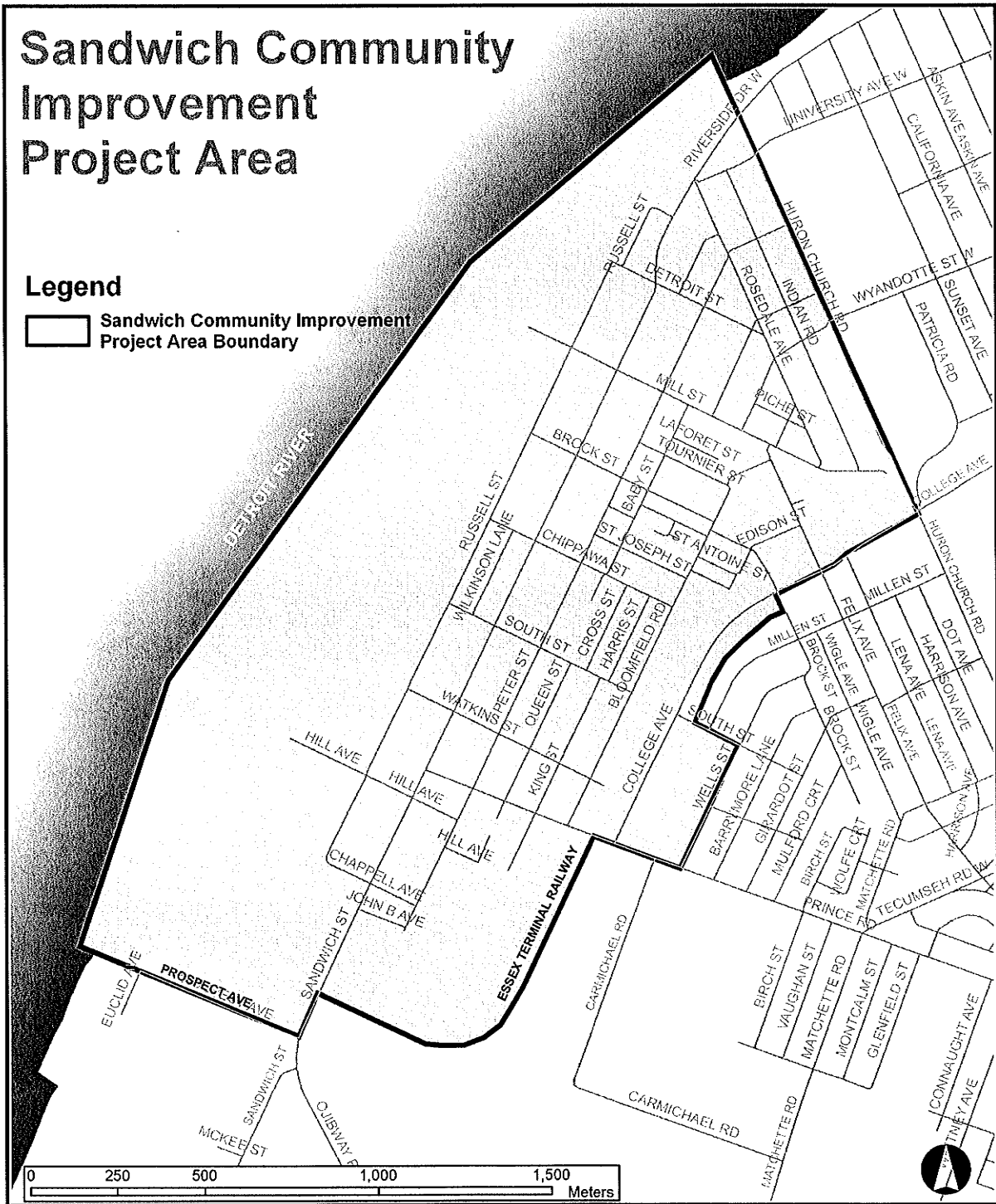
If you have any questions please call 311 or Kevin Alexander in the Planning Department (519) 255-6543 Ext. 6732

### Schedule B

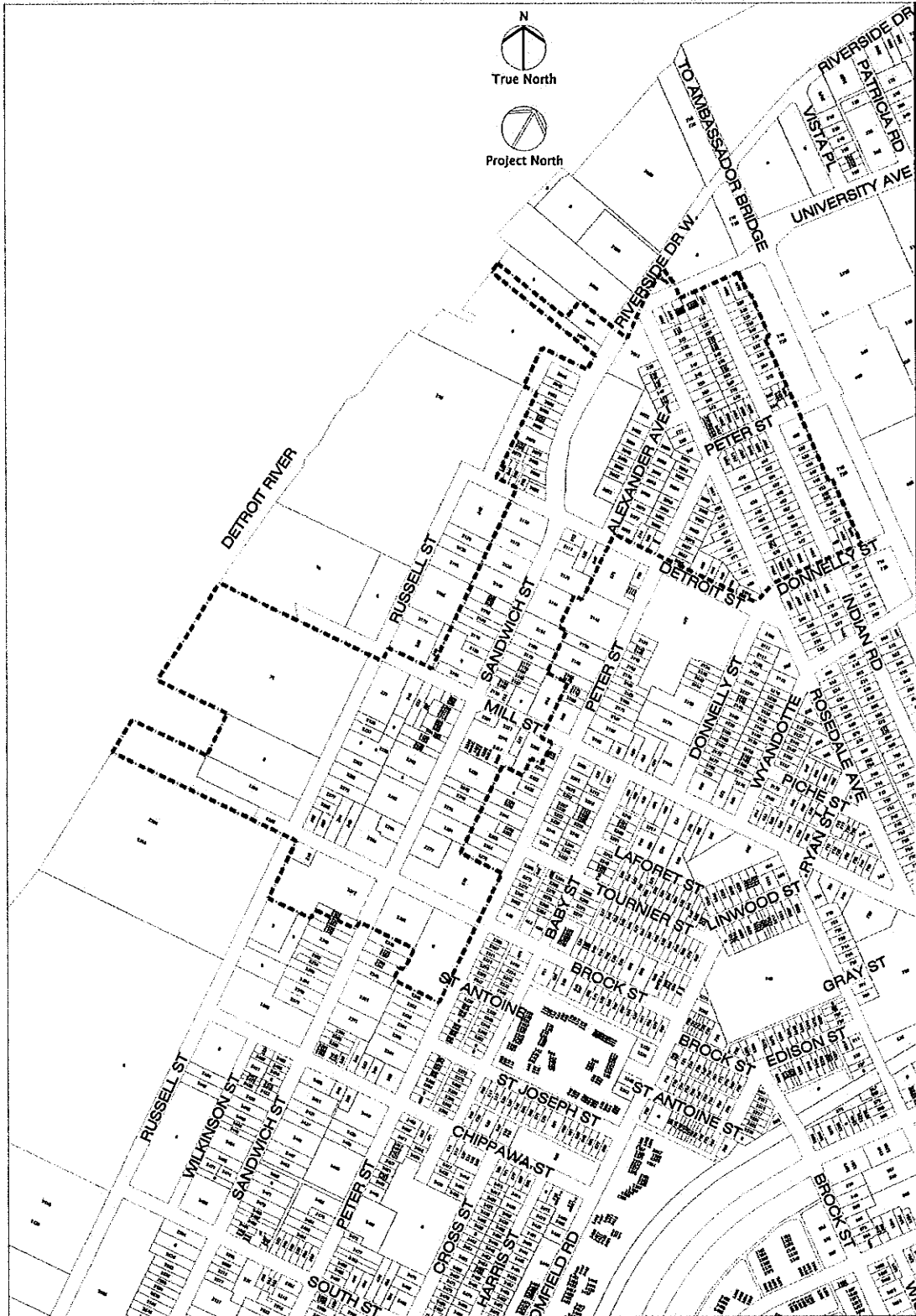
# Sandwich Community Improvement Project Area

## Legend

 Sandwich Community Improvement Project Area Boundary



**Schedule "C"**  
(Presented at the December 6, 2007 Public Information Session)



**WINDSOR**

**Figure 3: Final Recommended Boundary  
Sandwich Heritage Conservation District Plan**

**SJMA** **ecoplans**



## WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: John Macri  
DIRECTOR OF EDUCATION: Joseph Berthiaume

### REVISED BOARD REPORT

<b>Meeting Date:</b> March 4, 2008
---------------------------------------

**Public**       **In-Camera**   
**PRESENTED FOR:** Information       Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
                                  Cathy Geml, Superintendent of Education  
**SUBJECT:**                    **2008 SPRING MUSKOKA WOODS LEADERSHIP EXPERIENCE**

#### RECOMMENDATION:

**That the Board approve the *2008 Spring Muskoka Woods Leadership Experience* field trip.**

---

**SYNOPSIS:** This report seeks Board approval to conduct the 2008 Spring Muskoka Leadership Experience at the Muskoka Woods Sports Resort. Two four-day sessions, planned to run from April 26 to May 2, will provide students an opportunity to develop leadership skills through physical challenges and recreation.

**BACKGROUND COMMENTS:** This trip is in relation to the students' program/courses. The curriculum connections are provided in the attachment: Muskoka Woods Leadership Experience (MWLE) Ontario Curriculum Connections.

The focus of the experience will be on the development of life skills such as leadership, communication, environmental and self-awareness, cooperation, self-confidence, self-esteem and effective decision-making.

The objectives of the program include:

- Promote the awareness and importance of youth participation in outdoor recreational activities (Healthy Active Living)
- Provide our students with the opportunity for leadership training and the development of cooperative skills (teamwork)
- Provide our students with the opportunity for personal growth and confidence through recreational activities
- Create a Christian environment that is supportive, encouraging and that challenges students and staff to "do their best"

The 2008 Spring Muskoka Woods Leadership Experience will accommodate 19 elementary schools and 8 secondary schools with a total of approximately 1,060 students. The ratio of supervision is approximately 6 students per supervisor.

The adequacy of the supervision for the students participating in this learning experience has been reviewed by the Superintendent of Education to ensure compliance with the criteria set out in Board Policy SC:04 Field Trips.

### **2008 Spring Muskoka Woods Leadership Experience Staff Community**

WECD SB Teaching and Support Staff  
 Cardinal Carter Secondary Leadership Students (1<sup>st</sup> t session)  
 Assumption Secondary Leadership Students (1<sup>st</sup> session)  
 F. J. Brennan Secondary Leadership Students (1<sup>st</sup> Session)  
 Catholic Central Secondary Leadership Students (2<sup>nd</sup> Session)  
 Holy Names Secondary Leadership Students (2<sup>nd</sup> Session)  
 St. Anne Secondary Leadership Students (2<sup>nd</sup> Session)  
 St. Joseph's Secondary Leadership Students (1<sup>st</sup> and 2<sup>nd</sup> Sessions)  
 St. Thomas of Villanova Secondary Leadership Students (1<sup>st</sup> and 2<sup>nd</sup> Sessions)  
 Father Jim Roche  
 Windsor Paramedic Bike Patrol Association  
 University of Windsor Students/ Faculty of Education

### **FINANCIAL IMPACT:**

The total cost which includes accommodations, meals, program fees and transportation are as follows:

Elementary Student:	\$385.00
Secondary Student:	\$250.00 (two sessions)/ \$170.00 (one session)
Teaching Staff:	\$225.00

### **TIMELINES:**

#### **Secondary Schools Leadership Community (April 26th – May 2nd)**

Cardinal Carter, Assumption College High School, F. J. Brennan, Catholic Central, Holy Names, St. Anne, St. Joseph's and St. Thomas of Villanova

#### **1<sup>st</sup> Session (April 26 - April 29)**

St. Francis, Our Lady of Mount Carmel, St. Mary, Holy Name, Notre Dame, St. Bernard (Windsor), Immaculate Conception, Our Lady of Perpetual Help, St. John de Brebeuf

#### **2<sup>nd</sup> Session (April 29 - May 2)**

L. A. Desmarais, Holy Cross, St. Angela, Christ the King, St. Joseph, St. Anthony, W. J. Langlois, St. John the Evangelist, St. Anne, St. John (Windsor)

### **APPENDICES:**

- Letter from the Muskoka Woods Leadership Experience Organizing Team, dated January 30, 2008
- Muskoka Woods Leadership Experience (MWLE) Ontario Curriculum Connections
- Typical Daily Itinerary

### **REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date: February 25, 2008
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date: February 25, 2008
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: February 26, 2008



January 30, 2008

Dear Mr. Berthiaume:

We are writing on behalf of the attached list of schools for permission to attend the Muskoka Woods Sports Resort. Our objectives include:

- promote the awareness and importance of youth participation in outdoor recreational activities
- provide our students with the opportunity for leadership training and the development of cooperative skills (teamwork)
- provide our students with the opportunity for personal growth and confidence through recreational activities
- create a Catholic Christian environment that is supportive, encouraging and that challenges students and staff to 'do their best'

This spring we are pleased to accommodate 19 elementary schools and 8 secondary schools with a total of approximately 1,000 students. Please find attached our Muskoka Woods Leadership Experience package and the *Request for Approval of Field Trip Forms* from the interested schools.

Our organizing team would be pleased to address any questions or concerns you may have pertaining to this request.

Thank you for your time and consideration!

Sincerely,

*The Team*

Paul Picard

Cathy Geml

Therese Barichello

Steve Freeman

Jim McMahon

Gregory Peck



## Our Muskoka Community #1

Saturday, April 26<sup>th</sup> to Tuesday, April 29<sup>th</sup>

St. Francis  
Our Lady of Mount Carmel  
St. Mary  
Holy Name  
Notre Dame  
St. Bernard (Windsor)  
Immaculate Conception  
Our Lady of Perpetual Help  
St. John the Baptist

## Our Muskoka Community #2

Tuesday, April 29<sup>th</sup> to Friday, May 2<sup>nd</sup>

L. A. Desmarais  
Holy Cross  
St. Angela  
Christ the King  
St. Joseph  
St. Anthony  
W. J. Langlois  
St. John the Evangelist  
St. Anne  
St. John (Windsor)

## Our Muskoka Staff Community

Friday, April 25<sup>th</sup> to Friday, May 2<sup>nd</sup>

Muskoka Woods Staff  
WECDSB Teaching Staff  
St. Joseph's Secondary Leadership Students  
Assumption Secondary Leadership Students  
F.J. Brennan Secondary Leadership Students  
Holy Names Secondary Leadership Students  
St. Thomas of Villanova Secondary Leadership Students  
St. Anne's Secondary Leadership Students  
Catholic Central Secondary Leadership Students  
Cardinal Carter Secondary Leadership Students  
Father Jim Roche  
Windsor Paramedic Bike Patrol Association  
University of Windsor Students/Faculty of Education

## Bottom Line

**Elementary Students - 3 nights/4 days**

Accommodations, meals and program fees per student	\$295.00
Transportation via highway coach	\$90.00
<b>Total cost per student</b>	<b>\$385.00</b>

**Secondary Students - 7 nights/8 days**

Accommodations, meals and program fees per student	\$160.00
Transportation via highway coach	\$90.00
<b>Total cost per student</b>	<b>\$250.00</b>

**Teaching Staff**

Accommodations, meals and fun	\$50.00
Transportation via highway coach	\$90.00
<b>Total cost per staff/University students</b>	<b>\$140.00</b>

# Muskoka Woods Leadership Experience (MWLE) Ontario Curriculum Connections

## Health & Physical Education Ontario Curriculum

*Physical Activity* - the MWLE experience is designed to help students learn how to participate in a wide variety of activities, while developing the personal movement proficiency necessary to enjoy life fully.

*Active Living* - the MWLE focuses on active participation, physical fitness, and safety. It addresses the knowledge and skills related to lifelong participation in a variety of sport and recreation activities.

*Living Skills* - the MWLE helps students develop a positive "sense of self", as well as effective decision making, conflict resolution, communication, and interpersonal skills.

### **Choices Into Action: Guidance and Career Education Program Policy for Ontario Elementary and Secondary Schools**

*"Students must learn and develop skills at school that will help them become more independent and responsible individuals."*

The MWLE is designed to develop leadership & cooperative skills in order to be successful in the twenty-first century.

- Students must be able to apply what they learn in school to other areas of their lives.
- Students must learn to work cooperatively and productively with a wide range of people, to set and pursue goals, to evaluate their achievement of their goals, and to assume their roles as responsible citizens.
- Students must be provided with many opportunities to practice new skills in a structured and supportive 'Catholic Christian' setting.

# A Muskoka Day



- 6:00 a.m. Fresh air BUGLE Wake-Up/grooming/cabin cleaning and inspection
- 8:00 a.m. Prayer, hearty breakfast & morning announcements
- 9:00 a.m. Activity period #1
- 10:00 a.m. Activity period #2
- 11:00 a.m. Activity period #3
- 12:00 p.m. Activity period #4
- 1:00 p.m. Prayer, lunch & afternoon announcements
- 2:00 p.m. Activity period #5
- 3:00 p.m. Activity period #6
- 4:00 p.m. Activity period #7
- 5:00 p.m. Activity period #8
- 6:00 p.m. Prayer, dinner & evening announcements
- 7:30 p.m. Evening program
- 9:30 p.m. **HOMEWORK** & snack
- 11:00 p.m. Lights out!!!



1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: John Macri  
DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
March 4, 2008

## BOARD REPORT

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
Cathy Geml, Superintendent of Learning Support Services

**SUBJECT:** **HOLY NAMES CATHOLIC HIGH SCHOOL**  
**Field Trip to Quebec City, Quebec**

### RECOMMENDATION:

**That the Board approve the Holy Names Catholic High School Field Trip to Quebec City, Quebec from April 10 to 14, 2008.**

**SYNOPSIS:** In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for 100 students in grades 9 – 12 studying French Language and Canadian History to travel by bus to Quebec City. This field trip request is in compliance with the Field Trip policy.

**BACKGROUND COMMENTS:** This trip was originally approved at the November 13, 2007 Board meeting, but was cancelled due to time restraints. The trip will provide students first-hand experience with a foreign language and exposure to historical sites and cultural experiences that will reinforce their studies and provide impetus for further discussion and investigation. The trip will provide academic enrichment and program enhancement.

**FINANCIAL IMPACT:** \$695.00 per student

**TIMELINES:** April 10 – 14, 2008

### APPENDICES:

- Request for Approval of Field Trip – SC:04 Form A
- Letter Requesting Permission, Curriculum Expectations & Itinerary

### REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: February 25, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: February 26, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: February 27, 2008



### Request for Approval of Field Trip

<b>School</b>	Holy Names High School		<b>Date of Trip</b>	04/10/2008	
<b>Destination</b>	Quebec City, Quebec		<b>Mode of Transportation</b>	bus	
<b>School Departure Time</b>	5:00 AM	<b>School Arrival Time</b>	9:30 PM	<b>Name of Carrier</b>	Badder
<b># of Male Students</b>	50 in	<b>Grade of Students</b>	9 -12	<b>Number of Supervisors</b>	Female 3 Male 1
<b># of Female Students</b>	50 in	<b>Personal Cost Per Student</b>	\$695.00	<b>Travel Company Involved</b>	Badder Bus Company
<b>Total Cost Per Student</b>	\$695.00				

### EDUCATIONAL RATIONALE

**Name of Teacher** Sandra Pagliaroli, Loreta Gabr, Silvana Patella, Mike Chalut

**Purpose of Trip** A celebration and discovery of French Canadian history, language, culture and traditions

**Relationship to Students' Program/Course** French classes only will be participating

**Pre-Trip Preparation(s) by Students** preview video and activities on Quebec of what they may experience

**Follow-Up Activities Planned** evaluations based on video and activities prior to departure, plus a written

**If Activity is Occuring over a Weekend Indicate Plans for Students to Attend a Eucharistic Celebration** Sainte Anne de Beau Pre - eucharistic celebration on Sun. April 13

<b>Date Submitted</b>	19/02/2008	<b>Name of Teacher</b>	Sandra Pagliaroli
<b>Approval Date</b>	19/02/2008	<b>Name of Principal</b>	Jim Minello
<b>Approval Date</b>	21/02/2008	<b>Name of Superintendent</b>	Cathy Geml
<b>Approval Date</b>		<b>Board of Trustees Approval (per Superintendent)</b>	

**For Same Day Local/Regional Trip, submit request to Principal 2 weeks prior to trip.  
 For Multiple Days Local/Regional Trips, submit request to Superintendent 4 weeks prior to trips.  
 For Special Trips, submit request to Superintendent for Board approval 8 weeks prior to trip.**

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in forms and documents pertaining to a student registered/enrolled within the Windsor-Essex Catholic District School Board is collected under the legal authority of the Education Act and its Regulations and the Ontario Student Record Guideline, 1980.

February, 2008

In accordance with Board Policy SC:04 Field Trips, Holy Names High School seeks approval for 50, Grade 9 to 12 students who are studying French Language, and Canadian History in order to attend sites of historical and cultural significance in Québec City, Québec.

This excursion will provide students with first hand experiences that will reinforce their studies and provide a springboard for further discussion and investigation. The trip is designed to provide students with academic enrichment and program enhancement as a result of first-hand experience of foreign language, historical sites, and cultural experiences. It will also give students the ability to see how Canada has evolved.

The company providing the educational experience is Shoreline Tours. Shoreline Tours is most experienced in the field of educational travel for young people. It aims not only to introduce insights and lifestyles of different areas of the world, but also to give a new dimension to the overall education and development of high school students. Please see attached itinerary for complete details.

Please note that an alternate date has been chosen to comply with timelines of the Field Trip Policy documents. **The alternate dates are Friday May 23rd –Monday May 26<sup>th</sup>, 2008.**

### **How a Trip to Québec supports the Ontario Catholic School Graduate Expectations**

As a Catholic faith community, we acknowledge and affirm the uniqueness of each person and the diversity of cultures. The study of French is a step towards becoming an effective communicator in both of Canada's official languages, improving students' understanding of self and society. This trip promotes individual growth, responsible citizenship and respect for the Catholic teachings of peace, justice, solidarity, and compassion.

This trip to Québec enables students to increase their knowledge of the French language, further develop their language skills, and deepen their understanding and appreciation of francophone culture, language, and history in Canada. Also, students will be able to:

- recognize and use appropriate language structures (see language structures for Core French, Grade 9/10 & 11/12, p. 25);
- use newly acquired vocabulary in conversation;
- use stylistic devices (e.g., juxtaposition, similes, metaphors, hyperbole) to add interest to their spoken French.

Coded Expectations, Core French Academic

**Overall Expectations**

By the end of the course the student will:

- OCV.03B express ideas and opinions in short conversations and teacher-guided discussions;
- OCV.04B make oral presentations on a variety of topics;
- OCV.05B use appropriate language conventions during oral communication activities.

**Specific Expectations****Listening**

- OC1.01 respond to spoken texts and media works by recounting key information and explaining some supporting details;
- OC1.02 listen to the ideas and opinions of others, agree or disagree, and justify their points of view;

**Speaking**

By the end of this course the student will:

- OC1.04 use complete sentences in sustained conversations;
- OC1.06 speak French when working in collaboration and exploratory activities;

**Application of Language conventions**

- OC1.09 recognize and use appropriate language structures (see language structures for Core French, Grade 9, p. 15);
- OC1.10 use newly acquired vocabulary in conversation
- OC1.11 recognize particular vocabulary items used in Canada that are different from those used in other French speaking regions (e.g., le dîner/le déjeuner, l'école secondaire/le lycée)
- OC1.12 use appropriate verbs to express thoughts and feelings (e.g., croire, penser, espérer);
- OC1.13 infer the meaning of unfamiliar words from verbal and non-verbal/visual cues (e.g., volume and tone of voice, facial expressions and gestures).

**Application of Language conventions**

- RE1.19 recognize and use appropriate language structures (see language structures for Core French, Grade 9, p. 15);
- RE1.20 use reading strategies (e.g., knowledge of cognates, word families, root words) to determine the meaning of unfamiliar vocabulary and expressions;
- RE1.21 demonstrate an understanding of words or phrases by providing synonyms, antonyms, or brief definitions;
- RE1.22 observe the rules of pronunciation (e.g., liaisons, silent letters, correct accents) as they read aloud;
- RE1.23 read aloud, with expression, changing intonation to reflect declarative, interrogative, and exclamatory sentences (e.g., Il fait très froid aujourd'hui. Comment vas-tu? Quelle réponse!);

**Grade 10 Academic French****Description/Rationale**

This course enables students to increase their knowledge and understanding of the French language, further develop their language skills, and deepen their understanding and appreciation of francophone culture around the world. Under the umbrella theme of *Autour de la francophonie en 110 heures*, students will have the opportunity to explore various francophone regions. They



will develop and apply critical thinking skills in discussion and in their analysis and interpretation of various genres. By studying and using more complex language conventions, students will become more proficient in French. Exposing the students to these various cultures will allow them to make associations between their own life experiences and those of their peers around the French-speaking world. Through the use of technology, students will, in effect, explore the francophone world at large and bring it closer to their own reality.

### **How This Course Supports The Ontario Catholic School Graduate Expectations**

By its very nature, the content of this course reflects the social teaching of the Catholic Church. As students gain an appreciation of Francophone people, their history, and their culture, they will develop an intrinsic sense of social responsibility, human solidarity, and life and justice issues. Furthermore, through this exposure, students will be continually challenged to become Christ-centred by addressing issues of bias, inclusivity, and tolerance. The communicative nature of the course fosters the process of self-discovery and respect by allowing students to work co-operatively in pairs and small groups. In learning to become proficient in French, students are called to apply and communicate Gospel values as they critically analyse the material.

## **Grade 9 Academic French**

### **Description/Rationale**

This course emphasizes the further development of oral communication, reading and writing skills. Students will build on and apply their knowledge of French while exploring a variety of themes, such as relationships, social trends and careers. Thematic reading, which includes a selection of short stories, articles and poems will serve as stepping stones to oral and written activities. The themes will facilitate the integration of technology and incorporate the use of a variety of media resources. The aim of the program is to provide students with functional communication skills in French and an understanding of the nature of the language and its culture. Core French offers to the students a valuable educational experience and the chance to develop a usable command of the French language that can be expanded through further study or through contact with French people.

### **How This Course Supports The Ontario Catholic School Graduate Expectations**

This course will enable students to become effective communicators in French, and encourage them to speak, write and listen honestly and sensitively, responding critically in the light of Gospel values. The program will encourage students to develop attitudes and values founded on Catholic social teaching and enable them to demonstrate a confident and positive sense of self and respect for the dignity and welfare of others.

## **Ontario Catholic School Graduate Expectations**

**The graduate is expected to be:**

**A Discerning Believer Formed in the Catholic Faith Community** who

**CGE1d** -develops attitudes and values founded on Catholic **social teaching** and acts to promote social responsibility, human solidarity and the common good;

**CGE1f** -seeks intimacy with God and celebrates **communion** with God, others and creation through prayer and worship;

**CGE1h** -respects the **faith traditions**, world religions and the life-journeys **of all people of good will**;

**CGE1i** -integrates faith with life;

**An Effective Communicator** who

**CGE2a** -listens actively and critically to understand and learn in light of gospel values;

**CGE2d** -**writes and speaks fluently one or both of Canada's official languages**;

**A Reflective and Creative Thinker** who

**CGE3c** -thinks reflectively and creatively to evaluate situations and solve problems;

**CGE3d** -makes decisions in light of gospel values with an informed moral conscience;

**A Self-Directed, Responsible, Life Long Learner** who

**CGE4a** -demonstrates a confident and positive sense of self and respect for the dignity and welfare of others;

**CGE4b** -demonstrates flexibility and adaptability;

**CGE4c** -takes initiative and demonstrates Christian leadership;

**CGE4e** -sets appropriate goals and priorities in school, work and personal life;

**A Collaborative Contributor** who

**CGE5a** -works effectively as an interdependent team member;

**CGE5e** -respects the rights, responsibilities and contributions of self and others;

**A Caring Family Member** who

**CGE6c** -values and honours the important role of the family in society;

**CGE6d** -values and nurtures opportunities for family prayer;

**CGE6e** -ministers to the family, school, parish, and wider community through service.

**A Responsible Citizen** who

**CGE7b** -accepts accountability for one's own actions;

**CGE7f** -respects and affirms the diversity and interdependence of the world's peoples and cultures;

**CGE7g** -respects and understands the history, cultural heritage and pluralism of today's contemporary society;

**CGE7h** -exercises the rights and responsibilities of Canadian citizenship;

Thank you for your consideration,

Sandra Pagliaroli  
Department Head Modern Languages

**Holy Names High School  
Quebec City, Quebec  
April 10-14, 2008**

**Thursday, April 10, 2008:**

- 5:30 a.m. Everyone assembles at: Holy Names High School  
1400 Northwood Street  
Windsor, Ontario
- 5:45 a.m. Bus Company: Badder Bus Lines 55 passenger  
Head Teacher: Sandra Pagliaroli
- 6:00 a.m. Departure for Quebec City  
Traveling time: 12 hrs
- 6:00 p.m. Approximate time of arrival in **Quebec City**.  
Check in at: Loew's Le Concorde.  
1225 Cours du General-du-Montcalm  
Quebec City, QB  
(418) 647-2222  
Walking distance from Old Québec, Parliament Hill, the Québec  
City Convention Center and major museums  
  
Dinner
- 11:00 P.M. **Hallway security begins** – the guards will identify himself/herself  
before starting duty. At this time please give instructions to the  
guard as to any special requirements you need.

**Friday, April 11, 2008:**

- 8:00 a.m. **Breakfast** at Le Parlementaire restaurant at the Québec National  
Assembly.
- 9:00 a.m. Visit of the **Québec National Assembly**
- 10:00 a.m. Sightseeing tour of historic and Modern Québec.  
A **guided walking tour of Quebec City**. The group will visit the  
Plains of Abraham, Cape Diamond, Joan of Arc Gardens, Grande  
Allee, Parliament, Place d'Armes, Château Frontenac, Place  
Royale and much more
- NOON Lunch in Old Québec.
- 1:30 p.m. Visit of **Museum of Civilisation**.  
A popular thematic Museum which focuses on participation and  
interaction. More than ten exhibitions on historical, current,  
unusual and controversial subjects.

- 2:45 p.m. Visit of la **Musée de l' Amérique Française** in the Old Laval University.  
In the very heart of Old Quebec, located on the historic site of the Seminaire de Quebec, relive important moments of the French civilization in North America.
- 4:00 p.m. **Afternoon in Old Quebec** for sightseeing.  
The students will be under the supervision of the chaperones at all times while in Old Quebec.
- 5:30 p.m. Dinner at *Le Petit Coin Breton restaurant (Crêperie)* in Old Québec. The group will have selection of Crêpes as the main entrée.
- 8:00 p.m. Evening activity at the **Martello Tower** on the Plains of Abraham.  
Carleton Martello Tower dates from the War of 1812 and played a pivotal role in bridging conflicts up until the Second World War. The site features an audio-visual presentation, a restored powder magazine, a restored barracks room, and exhibits in the tower. Visitors will also marvel at the spectacular view of the city of Saint John and its harbour.
- 11:00 p.m. Evening security begins.

**Saturday, April 12, 2008:**

- 8:00 a.m.. **Breakfast** at the Restaurant Cosmos.
- 10:00 a.m. Visit of la **Musée National des Beaux Arts de Québec** on the Plains of Abraham and a guided tour of the old prison.  
This museum has the largest existing collection of Québec art with more than 27 000 works dating from the 17th century to the present. The museum has close to 3000 artists represented with a diversified collection comprising more than 300 materials and manufacturing techniques. These works have been acquired since the 1920s through gifts, bequests and purchases.
- NOON** Lunch
- 1:30 p.m. Visit of Québec City's tallest building **l'observatoire de la Capitale**.  
See this very impressive view from the top of Quebec City's highest building and look at 400 years of history in a single glance. The group will admire the capital from all angles and see the St. Lawrence River from a whole new perspective.
- 2:15 p.m. Visit **Park's Canada ODYSEE** an interactive museum on Québec City and Canada's history.

- 3:45 p.m. Military presentation on the **Plains of Abraham.**
- 4:45 p.m.. Return to hotel to freshen-up.
- 06:30 p.m. **Dinner** at Place Royal at Les Voutes du Cavour in the historic vaults of Place Royale.
- 11:00 p.m. Evening security begins.

**Sunday, April 13, 2008:**

- 8:00 a.m. Breakfast at Restaurant Le Cosmos.
- 9:00 a.m. **Mass at Sainte-Anne-de-Baupré** shrine, with stop after at les ateliers **Albert Gilles Copper museum, l'atelier Paré woodcarvings and at the Montmorency Falls.**
- 2:00 p.m. **Historic rally of Old Québec.** Have fun looking for the answers while strolling the streets of the old city. We will have time for lunch during the rally of Old Québec.
- 6:00 p.m. **Dinner at Le Relais des Pins** on the Island of Orleans, a **French Canadian cabane à sucre** with live entertainment.
- 11:00 p.m. **Hallway security** begins.

**Monday, April 14, 2008:**

- 07:30 a.m. Full breakfast at the hotel.
- 8:30 a.m. Room Check  
Check Out and depart for Windsor  
Making stops along the way
- 9:30 p.m. The approximate arrival into Holy Names High School



1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: John Macri  
DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
March 4, 2008

## BOARD REPORT

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
Paul Picard, Senior Manager of Human Resources

**SUBJECT:** **CARDINAL CARTER CATHOLIC HIGH SCHOOL  
Field Trip to Boston, Massachusetts**

**RECOMMENDATION:**

**That the Board approve the Cardinal Carter Catholic High School Field Trip to Boston, Massachusetts from April 29 to May 4, 2008.**

**SYNOPSIS:** In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for 50 students, in grade eleven enrolled in University Chemistry to travel to Boston, Massachusetts. This field trip request is in compliance with the Field Trip policy.

**BACKGROUND:** The students will have an opportunity to explore exhibits, guided-tours, and activities in the areas of chemistry, physics, and biology. They are scheduled to visit the Harvard Campus and Harvard Science Facility, the Samuel Adams Museum, the Boston Institute of Fine Arts, Boston Aquarium, etc.

**FINANCIAL:** Approximately \$570.00 per student

**TIMELINES:** April 29 to May 4, 2008

**APPENDICES:**

- Request for Approval of Field Trip – SC:04 Form A
- Letters to Board and Parents
- Itinerary, Learning Enrichment Activity expectations

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: - -
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: February 26, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: February 27, 2008

**Windsor-Essex Catholic District School Board Field Trip Approval Form**

February 26, 2008 1:21:32 PM

**SC:04 Form A** 2008 v.1

▼ Subject: Field Trip/Excursion Approval Form

From: **Dino Quenneville**To: **Debi Steffens**

Leo Clark

Leo Clark

Laura Faccenda

Teacher: Laura Faccenda School: Cardinal Carter Catholic Secondary ...

Destination Name: Boston, Massachusetts Name of Carrier: Badder Bus Lines

Mode of Transportation: Coach Bus Travel Company Involved: No Travel Company

Departure Date: Apr 29, 2008  Return Date: May 4, 2008 

Time of Departure from School: 8 pm Approximate Time of Return to School: 10:30 pm

Number of Male Students: 25 Number of Female Students: 25

Total Cost Per Student: \$570 Personal Cost Per Student: \$570

Grade of Students: 11 (a few 12's) Number of Supervisors: Male: 3 Female: 2

Purpose of Trip/Excursion: Enhance science curriculum for Chemistry, Biology and Physics

Relationship to Students' Program/Course: *Maximum 200 characters.*

All destinations on the agenda will enhance curriculum expectations. (Please see Field Trip Learning Enrichment for details)

Pre-Trip/Excursion Preparation(s) by Students: *Maximum 200 characters.*

Units of Study In the above areas. (Please see Field Trip learning Enrichment for details)

Follow-up Activities Planned: *Maximum 200 characters.*

Worksheets during the major attractions as well as and testing in the areas. Students who do not attend will be given the information upon return.

If activity is occurring over a weekend Indicate plans for students to attend a eucharistic celebration:

Students will be attending a eucharistic celebration on Sunday morning at Sacred Heart Church

Date Submitted: Feb 22, 2008  Teacher: Laura FaccendaApproval Date: Feb 26, 2008  Principal: leo clarkApproval Date: Feb 26, 2008  Superintendent: Paul PicardApproval Date:  Trustee (per SO):**For Same Day Local/Regional Trips/Excursions, submit request to Principal 2 weeks prior to trip/excursion. For Multiple Days Local/Regional Trips/Excursions, submit request to Superintendent 4 weeks prior to trips/excursions. For Special Trips/Excursions, submit request to Superintendent for Board approval 8 weeks prior to trip/excursion.**

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip/excursion. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in forms and documents pertaining to a student registered/enrolled within the Windsor-Essex Catholic District School Board is collected under the legal authority of the Education Act and its Regulations and the Ontario Student Record Guideline, 2000.



Field Trip Proposal  
Cardinal Carter Catholic Secondary School

Grade 11 University Science Course Trip

To: Board of Trustees, Windsor -Essex Catholic District School Board  
From: Ms L. Faccenda, Cardinal Carter Catholic Secondary School  
Date: February 18<sup>th</sup>, 2008

Subject: Science Education Field Trip

To reinforce curriculum objectives in Grade 11 University Science courses, I would like to propose a field trip to Boston, Massachusetts from April 29<sup>th</sup> to May 4<sup>th</sup>, 2008.

This trip will provide students with the opportunities to explore exhibits, guided-tours, and activities in the areas of chemistry, physics, and biology. Both hands-on and directed activities will stimulate students' interests and learning while reinforcing concepts taught in the classroom. In addition, follow-up lessons and assessments will further ensure that the trip's activities meet curriculum expectations of the courses involved.

All details including cost, itinerary, and how each activity meets curriculum expectations are included in the attached agenda. Also included is the official board request form. Thank you for your time in considering this educational trip.

Sincerely Yours,

Laura Faccenda

# Cardinal Carter Catholic Secondary School

120 Ellison Avenue, Leamington, Ontario N8H 5C7

Office: (519) 322-2804 Attendance: (519) 322-2852 Fax: (519) 839-5625

Ms. A. Davis  
Vice-Principal

Mr. L. Clark  
Principal

Mr. K. Hamlin  
Vice-Principal

Feb 22<sup>nd</sup>, 2008

Re:Chemistry Field Trip

Coordinator: Miss L. Faccenda

Dear Parent/Guardian:

Your son/daughter has been invited to attend an overnight school trip. Participation is offered to Grade 11 students enrolled in University Chemistry. Your child has the opportunity to participate in an educational six-day trip to Boston, Massachusetts on April 29<sup>th</sup> through to May 4<sup>th</sup>, 2008. There will be approximately 50 students attending along with 5 chaperones (one chaperone per every 10 students).

This trip will provide students with the opportunities to explore exhibits, guided-tours, and activities in the areas of chemistry, physics and biology. Hands-on and directed activities will stimulate students' interests and learning while reinforcing concepts taught in the classroom. In addition, follow-up lessons and assessments will further ensure that the trip's activities meet curriculum expectations of the courses involved. If your child is unable to attend alternate assignment will be completed instead.

The expense of the trip is approximately \$570 Canadian. If there are any adjustments necessary I will reimburse or collect the difference. This amount includes

- ✉ Round Trip transportation via motor coach bus
- ✉ 4 nights accommodations
- ✉ 5 breakfasts
- ✉ 2 Dinners
- ✉ 1 Lunch
- ✉ Admission for The Ducks Tour (land and water tour of the city)
- ✉ Guided walk through the city ( Freedom trail, Boston commons, USS constitution)
- ✉ Harvard Campus tour
- ✉ Harvard Science facility tour ( tour labs and classes)
- ✉ Samuel Adams Museum Tour
- ✉ Admission to the Boston Institute of Fine Arts
- ✉ Admission into the Predential sky deck (Sky observatory museum of Boston)
- ✉ Admission to a Movie
- ✉ Dinner at the Hard Rock Café
- ✉ Admission to the Boston Aquarium
- ✉ Admission on a 3.5 hr whale watch tour ( with lunch)
- ✉ Soccer Game (New England Revolution vs Chicago Fire)
- ✉ Admission to The Boston Science Centre
- ✉ Admission to an IMA Science Movie
- ✉ Dinner at a Lobster Bake
- ✉ Admission to the Salem Museum Tour
- ✉ Tour of Fenway Park
- ✉ Parking fees

☞ Snacks and Refreshments on the bus

Please note this amount does not include money for all food, tips, or money for souvenirs and Shopping.

Since this is an overnight trip we will be enforcing strict guidelines for the six days, if by chance your son/daughter choose not to follow these guidelines he or she may be removed from the class trip. Depending on the severity of the incident your child may be sent home via bus, train or spend the remainder of the trip separated from the rest of the group accompanied by one of the chaperones. Please keep this in mind when signing the permission form. If any incident were to arise, we will contact you immediately by telephone. You must reimburse the school for any transportation costs.

This trip is pending Board Approval. A deposit will be collected and fully reimbursed, only if the trip does not get approved. If your child plans on attending please complete and return this entire package along with a \$100.00 deposit by Feb 28th (cash is preferred but personalized cheques may be made payable to Cardinal Carter Catholic Secondary School). The remaining balance (\$470) is due by March 20<sup>th</sup>, 2008.

**PLEASE KEEP IN MIND THAT THERE ARE LIMITED SPOTS ON THE BUS. STUDENTS WILL BE ALLOWED TO COME ON A FIRST COME FIRST SERVE BASIS.**

If your son/daughter will be attending the trip a more detailed agenda along with contact numbers and hotel information will be sent home closer to our departure date.

If you have any questions please do not hesitate to contact the school at (519) 322- 2804 and speak with me directly.

Sincerely yours,

Miss L. Faccenda  
Science Department  
Cardinal Carter Catholic Secondary School

### Tentative Boston Trip Agenda

- Day 1 April 29<sup>th</sup>:  
 Depart school at 8:00 pm  
 Drive through the night  
 Rest stop in Niagara Falls (switch drivers)
- Day 2 April 30<sup>th</sup>:
- 8 am Arrive in Boston  
 Stop for Breakfast (not included)
- 10: am Driver drop us off down town (driver has down time)
- 10:15-12:15 Ducks (Land and Water tour of the city)
- 12:15 -1:15 Lunch (not included)
- 1:15 -3:30 Walk Freedom trail, Boston commons, USS constitution, and Old North Church  
 3:30- Back to the hotel (wash up)
- 5:00 Dinner ( o be assigned, not included)
- 7:00- Return to hotel (early night after a long day)  
 Lights out by 10:00
- Day 3 May 1st:
- Up at 8 am Breakfast at the hotel (included)  
 Out by 9:00
- 9:00-11:00 Art Institute
- 11:00-12:00 Lunch (out side of art institute, not included)
- 12:30-1:30 Fenway Park Guided Tour
- 2:30-4:30 Science Centre Workshop at the science centre
- 4:30-5:30 IMAX Science Movie
- 6:00-9:00 Shopping at Wrentham Premium Outlets (Dinner at the Shopping complex)
- Return to Hotel Lights out by 10:30
- Day 4 May 2<sup>nd</sup>:
- Up at 7:30 Breakfast at the hotel ( included)  
 Out by 8:30
- 9:00-11:00 Harvard Campus tour and Science tour
- 11:00-11:30 Early lunch (not included)
- 12:00-1:00 Samuel Adams Museum
- 1:00-2:00 Drive to Salem

2:00-3:00	Salem Museum tour
3:00-4:00	Chaperone guided walk tour shops in Salem
4:00-5:00	Drive to Boston
5:00-6:00	Skywalk Observatory and Prudential Tower at sunset.
6:15-7:15	Dinner at the HardRock Café (Included)
8:00-10:00	Movie (cinemas)
10:30	Return to hotel (lights out)

Day 5 May 3<sup>rd</sup>:

Up at 7:30	Breakfast at the hotel (Included)
Out by 8:30	

9:00-11:00	New England Aquarium
11:30-3:00	Whale Watch (Lunch Included)
4:00-5:00	Shops at Faneuil Hall Market Place
5:00-6:00	Lobster Bake Dinner (other foods will be served, included in the price)
7:00-10:00	New England Revolution soccer game
Return to Hotel	Lights Out

Day 6 May 4<sup>th</sup>:

Up at 7:00	Breakfast at the hotel
Packed up and out by 8:00	
9:00-10:00	Mass at Sacred Heart Church (In North Square)
10:00am	Depart for home
11:00pm	Arrive in Leamington (Quick stops for lunch and dinner)

## **Field Trip Learning Enrichment Activity**

Science Experience

2008- Boston, Massachusetts USA

Cardinal Carter Catholic Secondary School

All specific travel destinations are linked to University courses and Curriculum expectations  
(Please see *the attached table*)

### **Student Preparation**

- ⇒ Students will meet with teacher advisor in order to plan for the trip ( planning, educating, clarifying information.
  
- ⇒ Students will be given a packet of information related to the activities and attractions planned for the trip in order to better enable them to understand what they are seeing and doing while touring the areas.
  
- ⇒ Students will use the knowledge gained on the field trip to reinforce course materials that have been taught or will be taught throughout the semester.

**Day 1: Tue April 29<sup>th</sup>, 2008**

Travel day

we are using this day to travel (11 hrs)

**Day 2: Wed April 30<sup>th</sup>, 2008**

Boston Duck Tour (land and water architectural tour of the city)

Chaperone supervised excursion

compare similarities and differences among the Thirteen Colonies (e.g., religion, gender roles, culture, politics, interaction with Aboriginal peoples, economy);

describe the experiences of African Americans to the present time, particularly in connection with slavery, emancipation, and the civil rights movement (e.g., segregation, disenfranchisement, educational restrictions);

analyse the forces that have influenced the development of American society;

evaluate the social, economic, and environmental costs and benefits arising from the methods of electrical energy production

distinguish between the characteristics of urban and rural environments

explain the geographical requirements that determine the location of businesses, industries, and transportation systems.

compare different ways of providing human systems (e.g., transportation, social services, resource management, political structures)

predict future locations of businesses, industries, and transportation systems

use different types of maps

Freedom Trail, Boston Common, USS Constitution,  
Old North Church

Chaperone supervised excursion (Page 85 of 132)

compare similarities and differences among the Thirteen Colonies (e.g., religion, gender roles, culture, politics, interaction with Aboriginal peoples, economy);

analyse the forces that have influenced the development of American society;

describe the theory and practice of the American system of government (e.g., Articles of Confederation, Constitution, Bill of Rights, separation of powers, party politics, the electoral system, third-party movements, checks and balances, Supreme Court);

explain the role of civil rights in the American political experience (e.g., colonial taxation

Day 3: Thurs Nov 1<sup>st</sup>, 2008



differentiate artworks by period, style, method, and materials;

describe aspects of the history of fifteenth to nineteenth-century Western art (the Renaissance, the baroque, and the neoclassic, romantic, and realist periods

analyse the impact of galleries and museums

on the way in which we view and experience art works, focussing on social and political issues (e.g., the means by which collections have been created; the allotment of exhibition space; the ways in which various cultures are represented in collections).

use appropriate terminology to describe the style, history, and artist-related information associated with specific works of art;

Fenway Park Guided Tour

Chaperone supervised excursion

explain, using Mendelian genetics, the concepts of dominance, co-dominance, incomplete dominance, recessiveness, and sex-linkage

summarize the main scientific discoveries of the nineteenth and twentieth centuries that led to the modern concept of the gene (e.g., the discoveries of Hugo de Vries, W.S. Sutton, Thomas Morgan, J. Muller, Barbara McClintock, Rosalind Franklin, James Watson, and Francis Crick);

describe, and put in historical and cultural context, some scientists' contributions that have changed evolutionary concepts (e.g., describe the contributions - and the prevailing beliefs of their time - of Lyell, Malthus, Lamarck, Darwin, and Gould and Eldridge);

analyse evolutionary mechanisms (e.g., natural selection, sexual selection, genetic variation, genetic drift, artificial selection, biotechnology) and their effects on biodiversity and extinction (e.g., describe examples that illustrate current theories of evolution, such as the darkening over time, in polluted areas, of the pigment of the peppered moth, an example of industrial

define and describe the relationship among atomic number, mass number, atomic mass, isotope, and radio isotope;

describe natural phenomena (e.g., geysers, volcanic eruptions) and technological products (e.g., rocket engine, carbonated drinks, air bags) associated with gases;

<p>Science MAX Movie  <small>Science MAX for Middle School Regular Board Meeting of March 4, 2008</small></p>	<p>Chaperone supervised excursion (Page 88 of 132)          Enhance student learning from the aquarium and Science Center.</p>
<p>Wrentham Premium Outlets</p>	<p>Chaperone supervised excursion</p>
<p>Day 4: Friday May 2<sup>nd</sup>, 2008</p>	<p></p>
<p>Harvard Campus and Science Facility tour</p>	<p>Chaperone supervised excursion</p> <p>analyse ways in which societal needs have led to technological advances related to cellular processes (e.g., document, using newspaper articles, the impact of public awareness on research to detect and treat diseases such as AIDS and hepatitis C).</p> <p>research genetic technologies using sources from print and electronic media, and synthesize the information gained (e.g., describe the Human Genome Project, transgenics, or the process of genetic screening; list the advantages and disadvantages of cloning or the genetic manipulation of plants).</p> <p>Relating Science to Technology, Society</p>

Chaperone supervised excursion (Page 89 of 132)

compare anaerobic respiration (including fermentation) and aerobic respiration and state the advantages and disadvantages

design and carry out an investigation on cellular function, controlling the major variables (e.g., examine the movement of substances across a membrane; measure a metabolic process such as fermentation);

solve problems involving concentration of solutions and express the results in various units (e.g., moles per litre, grams per 100 mL, parts per million [and billion], mass or volume per cent);

explain hardness of water, its consequences (e.g., pipe scaling), and water-softening methods (e.g., ion exchange resins)

Salem Museum

Chaperone supervised excursion

assess the extent to which religion has influenced American social and political life (e.g., Salem Witch Trials, Great Awakening, Lutheranism in the Midwest, Transcendentalism, Woman's Christian Temperance Union, Social Gospel, Creationist debates, "Bible Belt", televangelism; Aboriginal spirituality; Judaism

analyse historical events and issues from the perspectives of different participants in those events and issues

Small Presidential Tower Observatory March 4, 2008

Chaperone supervised excursion (Page 90 of 132)

identify and describe the technologies used in geographic inquiry (e.g., geographic information systems [GIS], global positioning system [GPS])

evaluate the impact of change (e.g., new technologies) on a selected planning project (e.g., residential or resort development, urban renewal)

Movie

Chaperone supervised excursion

**Day 5: Sat May 3<sup>rd</sup>, 2008**

New England Aquarium

Chaperone supervised excursion

demonstrate, through applying classification techniques and terminology, the usefulness of the system of scientific nomenclature in the field of taxonomy;

examine the factors (natural and external) that affect the survival and equilibrium of populations in an ecosystem (e.g., resource limits of an ecosystem, competing populations, bioaccumulation, selective decline)

define the fundamental principles of taxonomy and phylogeny (e.g., provide definitions of concepts such as genus, species, and taxon, and explain how species are categorized and named according to structure and/or evolutionary history);

compare and contrast the structure and function of different types of prokaryotic and eukaryotic cells (e.g., compare prokaryotic and eukaryotic cells in terms of genetic material, metabolism, and organelles/cell parts);

describe selected anatomical and physiological characteristics of representative organisms from each life kingdom and a representative virus (e.g., describe gas exchange mechanisms and structures, or reproductive processes and components);

demonstrate an understanding of the connection between biodiversity and species survival (e.g., state the advantages to a population of having genetic variations

explain the process of bioaccumulation and assess its potential impact on the viability and diversity of consumers at all trophic levels;

Faneuil Hall Market

Chaperone supervised excursion

Get some snacks, it's a food market

make connections among mathematical concepts and procedures, and relate mathematical ideas to situations or phenomena drawn from other contexts (e.g., other curriculum areas, daily life, current events, art and culture, sports);

describe and explain different kinds of motion, and apply quantitatively the relationships among displacement, velocity, and acceleration in specific contexts

analyse and explain the relationship between an understanding of forces and motion and an understanding of political, economic, environmental, and safety issues in the development and use of transportation technologies (including terrestrial and space vehicles) and recreation and sports equipment.

analyse the principles of dynamics and describe, with reference to these principles, how the motion of human beings, objects, and vehicles can be modified (e.g., analyse the physics of throwing a baseball; analyse the frictional forces acting on objects and explain how the control of these forces has been used to modify the design of objects such as skis and car tires).

Day 6: Sun May 4<sup>th</sup>, 2008

Sacred Heart Church ( in North Square)

Attend mass before we leave Boston



1325 California Avenue  
 Windsor, ON N9B 3Y6  
 CHAIRPERSON: John Macri  
 DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
 March 4, 2008

**BOARD REPORT**

**Public**  **In-Camera**   
**PRESENTED FOR:** Information  Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
 Mario latonna, Superintendent of Business  
**SUBJECT:** **REALTY REPRESENTATION – REQUEST FOR PROPOSAL RESULTS**

**RECOMMENDATION:**

**That the Board approve the acceptance of the proposal from Buckingham Realty (Windsor) Ltd. for the provision of realty representation for a three year period commencing April 1, 2008.**

**SYNOPSIS:**

At its meeting held on October 23, 2007, the Board approved proceeding with a request for proposal (RFP) process to secure realty representation services. This report summarizes the results of that process leading to the recommendation to retain Buckingham Realty (Windsor) Ltd.

**BACKGROUND COMMENTS:**

Three proposals were received pursuant to the RFP process as follows:

- Buckingham Realty (Windsor) Ltd.
- Prudential Select Realty Inc.
- Century 21 Request Realty Inc.

A committee consisting of the Purchasing Manager, the Superintendent of Education/Facilities Services and the Superintendent of Business reviewed the submissions and interviewed the three proponents. A summary of the proposal reviews and interviews is provided in the attached Appendix A.

Based on the review of all submissions, the committee is recommending that the proposal from Buckingham Realty (Windsor) Ltd. be accepted. This specific proposal provides for a high level of service at the least cost of all of the submissions.



**FINANCIAL IMPACT:**

Noted in the Background Comments Section.

**TIMELINES:**

The proposal would be accepted for a three year period commencing April 1, 2008.

**APPENDICES:**

- Appendix A - Request for Proposals - Realty Representation - Summary of Submisisons

**REPORT REVIEWED BY:**

EXECUTIVE COUNCIL

Review Date: February 25, 2008

SUPERINTENDENT

Approval Date: February 26, 2008

DIRECTOR OF EDUCATION:

Approval Date: February 27, 2008

**APPENDIX A****REQUEST FOR PROPOSALS**  
**REALTY REPRESENTATION**  
**SUMMARY OF SUBMISSIONS****BUCKINGHAM REALTY**

1. Prime contacts are to be Marty Pedersen and Cameron Paine who would handle WECDSD requirements.
2. Fees are based on a percentage premium payable after the successful closing of a transaction as follows:

**Listing a Property for Sale**

- 3.9% Sale Price + GST (1.9% to the Listing Broker and 2% to be offered to the Selling Broker)
- 3.0% Sale Price + GST (For properties sold for more than \$1M. The commission is split 50/50 with the Selling Broker)

**Listing a Property for Lease**

- 3.0% of the net amount of the lease + GST (Commission is split 50/50 with Selling Broker)

3. All costs of advertising and marketing are paid by Buckingham Realty. If additional advertising is required by WECDSD, these costs would be subject to negotiation.
4. There would be no additional charges for consultation required by WECDSD and for pursuing development of properties and property appraisals.
5. The firm can handle the size and types of transactions that are typical for a school board and all costs for services are included in the fees noted above. The firm currently represents Enwin Utilities (5 yrs.), City of Windsor (6yrs.), East Windsor Co-Generation Properties Inc. and is a qualified agent for Ontario Realty Corp. in southwestern Ontario region (4yrs.). Past public sector clients include the Federal Government, Red Cross, Legal Aid, Multi-Cultural Council and others.

**PRUDENTIAL SELECT REALTY INC.**

1. Carol Baillargeon is the firm's Broker of Record/Owner and would be the primary contact. Two or three representatives would be assigned to handle WECDSD requirements.
2. Fees would be 5% commission plus GST including for the selling broker based on a 90 day listing. Consideration of a further graduated fee structure would be subject to negotiation.
3. All costs of advertising and marketing are included in the proposed fee. If additional advertising is required by WECDSD, these costs would be subject to negotiation.

4. There would be no additional charges for consultation required by WECDSB and for pursuing development of properties.
5. The firm does not currently have clients in the public sector, nor does it service school boards. However, it does claim the largest real estate network in North America with ability to market properties through this network. The firm has a direct working relationship with Yahoo, which gives Prudential an edge over the other companies.

#### **CENTURY 21 REQUEST REALTY INC.**

1. Prime contact is to be Fred Shaw. There are 50 representatives attached to the local office who would handle listings on a rotating basis.
2. Fees would be 5% commission plus GST with 50% paid to a cooperating (selling) broker. Consideration of a further graduated fee structure would be subject to negotiation.
3. All expenses to the sale (i.e. advertising, etc.) will be paid from Century 21 Request Realty's portion of the commission. Any additional advertising requested by WECDSB would also be paid from this commission if possible. Alternatively, such additional costs would be split with WECDSB if possible or otherwise they would be subject to negotiation.
4. For development of properties, the firm could undertake market evaluations, the costs for which would be included in the sale commissions. An on-site developer and appraiser could be brought in at a fee to WECDSB, if so required by WECDSB. Any developments would be considered on a case-by-case basis and, if within the firm's capabilities, appropriate quotes would be provided.
5. The majority of the firm's clients are home or building owners. The firm does not currently have clients in the public sector nor does it service any school boards. The firm is franchised and locally owned. It claims to be the largest real estate organization in the world and WECDSB listings would be emailed to Century 21 offices in London and the Greater Toronto area.



1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: John Macri  
DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
March 4, 2008

## BOARD REPORT

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
Mario Iatonna, Superintendent of Business  
Linda Staudt, Superintendent of Education  
Rose Mousaly, Chief Information Officer

**SUBJECT:** UPGRADE TO WIDE AREA NETWORK

### RECOMMENDATION:

That, the following Board motion be entered into the Minutes, as a matter of record: **“Moved by Trustee Alexander and seconded by Trustee Courtney that the Board approve the proposed system-wide Wide Area Network upgrade to be provided through a ten-year agreement between Maxess Network and the Windsor-Essex Catholic District School Board as part of the Windsor and Essex County smart community initiative. Carried.”**

**SYNOPSIS:** In accordance with Board By-Law 3:04, a report concerning a proposed Upgrade to the Wide Area Network (see attachment) was provided to trustees on February 22 and an electronic vote was conducted. This report is being presented to formality to enter the approved motion into the official Board minutes. A copy of the February 22, 2008 Board report and the results of the trustee vote are attached.

**BACKGROUND COMMENTS:** The attached report “Upgrade to Wide Area Network” was brought forward for consideration by telephone survey prior to the March 4, 2008 Board meeting due to unanticipated deadlines that arose following the cancellation of the February 26 meeting. Of the nine trustees who voted, five voted in favour of the recommendation. A record of the telephone survey is attached to form part of the board record.

**FINANCIAL IMPACT:** The financial implications are outlined in the attached Board Report dated February 22, 2008.

**TIMELINES:**

- Ten-year agreement between Maxess Network and the Board as part of the Windsor and Essex County Smart Community Initiative
- Board approval of the contract was required by February 28, 2008 in order to avoid an additional \$125,000 one time fee if the Board chose to participate in the upgrading after that date
- Timelines related to implementation phases are identified in the attached Board Report dated February 22, 2008

**APPENDICES:**

- Board Adopted Motion & Record of Electronic Vote
- Board Report "Update to Wide Area Network," dated February 22, 2008

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date: February 25, 2008
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date: February 27, 2008
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: February 27, 2008



1325 California Avenue  
 Windsor, ON N9B 3Y6  
 CHAIRPERSON: John Macri  
 DIRECTOR OF EDUCATION: Joseph Berthiaume

## BOARD ADOPTED MOTION AND RECORD OF ELECTRONIC VOTE

Public  In-Camera

PRESENTED FOR: Information  Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education  
 Mario latonna, Superintendent of Business

SUBJECT: **UPGRADE TO WIDE AREA NETWORK**

**Telephone Poll  
 Deadline: Noon,  
 February 26, 2008**

**RECOMMENDATION:**

**Moved by Trustee Alexander and seconded by Trustee Courtney that the Board approve the proposed system-wide Wide Area Network upgrade to be provided through a ten year agreement between Maxess Networkx and the Windsor-Essex Catholic District School Board as part of the Windsor and Essex County Smart Community Initiative, with increased costs to be absorbed within the Board’s annual computer allocation. Carried.**

Fred Alexander	Yea
Joan Courtney	Yea
Mary DiMenna	Nay
Barbara Holland	Nay
Chris Janisse	Yea
Patrick Keane	Yea
John Macri	Yea
Shannon Porcellini	Nay
Lisa Soulliere	Nay

Trustees voting:     Nine

**In-Favour: 5                      Opposed: 4                      Abstained: 0                      Absent: 0**



1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: John Macri  
DIRECTOR OF EDUCATION: Joseph Berthiaume

## TELEPHONE SURVEY BOARD REPORT

**Report Date:**  
February 22, 2008

**PRESENTED FOR:** Public  In-Camera   
Information  Approval

**Telephone Poll  
Deadline:** Noon,  
February 26, 2008

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
Mario latonna, Superintendent of Business  
Linda Staudt, Superintendent of Education  
Rose Mousaly, Chief Information Officer

**SUBJECT:** UPGRADE TO WIDE AREA NETWORK

### RECOMMENDATION:

**That the Board approve the proposed system-wide Wide Area Network upgrade to be provided through a ten year agreement between Maxess Networkx and the Windsor-Essex Catholic District School Board as part of the Windsor and Essex County Smart Community Initiative, with increased costs to be absorbed within the Board's annual computer allocation.**

### SYNOPSIS:

It is being proposed to participate in a Windsor and Essex County Smart Community initiative to jointly pursue the upgrading of wide area network capabilities through an agreement with Maxess Networkx, which is a division of Enwin Energy Ltd.

### BACKGROUND COMMENTS:

A Wide Area Network (WAN) is a data communications network that covers a relatively broad geographic area.

The Windsor-Essex Catholic District School Board (WECDSB) is dependent on the WAN for all telecommunications, access to data and access to applications such as building maintenance systems, security systems, accounting, purchasing, HR/Payroll, Student Information Systems etc. With a total to date of over 60 applications as well as numerous monitoring systems and the Internet, the impact on the network is significant and continuously increasing. At present time, the board's WAN is made up of a variety of connections at various speeds. (See Appendix A).

Participants in the Windsor and Essex County Smart Community (see *Appendix B*) issued a single Request for Proposal to connect electronically over 200 locations in Windsor and Essex County. The purpose was to establish a badly needed and renewed telecommunications network infrastructure with one telecommunications carrier as the provider. The network required fibre-optic cabling and services delivered with the most up-to-date technology across all sites, and needed to demonstrate economy of scale cost-savings and assist in maximizing the shared core network infrastructure supported by the participants, through their WEDnet™ activities.

The fibre-based network proposed by the selected proponent Maxess, a division of Enwin Energy Ltd., is a milestone in the advancement of electronic access capability for the sites that connect to the proposed network in the Windsor and Essex County Smart Community. It eliminates the issues seen today with the use of copper wires or line-of-sight wireless that many sites in this community rely upon currently, and that today are not providing the required service levels (bandwidth throughput) to permit optimal use of electronic service delivery among sites. Each of the participants will be required to enter into separate ten-year agreements with Maxess Network for this service upgrade.

We are becoming increasingly more dependent on technology to not only meet curriculum expectations for student achievement but to run the daily operations of the WECD SB system. Computers and related information technologies were introduced to educators as educational tools more than three decades ago. The application of educational technologies to instruction has progressed beyond the use of basic drill and practice software, and now includes the use of complex multimedia products and advanced networking technologies. Today, students use multimedia to learn interactively and work on class projects. They use the Internet to do research, engage in projects, and to communicate. The new technologies allow students to have more control over their own learning, to think analytically and critically, and to work collaboratively.

On the business side of our operations, technology drives even the most fundamental of business practices. We rely on technology for storage of critical data and retrieval of that data. We use computer tools daily to streamline record keeping and administrative tasks. We are reliant on e-mail and the Internet to communicate with our schools, the Ministry, other boards, colleagues, parents, and our elearners.

**FINANCIAL IMPLICATIONS:**

All WECD SB school sites will be upgraded to 100 Mbps at a cost of \$844.00 monthly. The Catholic Education Centre will be upgrade to 1000 Mbps at a cost of \$1,735.00 monthly.

<b>Current Monthly Cost</b>	<b>Current Yearly Cost</b>		<b>New Monthly Cost</b>	<b>New Yearly Cost at end of 24 months (10 year term)</b>
\$29,000.00	\$350,000.00		\$44,779.00	\$537,348.00

The additional annual cost of \$187,348 is intended to be absorbed within the present budget allocation for computers. The cost increase will be staged as individual sites are upgraded over the next 13 months. The full \$187,348 increase will occur once all sites are completed after the 13 month upgrading period.



**TIMELINES:**

The timelines are such that agreements must be in place **by February 28, 2008**.

The WAN upgrading is scheduled in two phases for WECDSB. Sites for both Phases are identified in Appendix A.

**Phase One:**

Time Estimate: Months 0 – 8 months  
March 2008 – November 2008

**Phase Two:**

Time Estimate: Months 7 – 13  
Construction of sites in Windsor, Tecumseh, LaSalle and Leamington  
December 2008 - October 2009

**APPENDICES:**

- Appendix A - Current Connectivity and Cost Comparison
- Appendix B - Members of Smart Community (WEDnet™)

**REPORT REVIEWED BY:**

EXECUTIVE COUNCIL

SUPERINTENDENT

DIRECTOR OF EDUCATION:

Review Date: February 19, 2008

Approval Date: February 21, 2008

Approval Date: February 22, 2008

**Appendix A****CURRENT CONNECTIVITY AND COST COMPARISON**

School Name	Type	Phase	Current Monthly Cost	New Monthly Cost
Assumption High School *	Fibre	Phase One	--	--
Catholic Education Center	OC3	Phase One	\$765.00	\$1735.00
F.J. Brennan High School	OC3	Phase One	\$765.00	\$844.00
Cardinal Carter	Wireless	Phase Two	\$250.00	\$844.00
Catholic Central	OC3	Phase One	\$765.00	\$844.00
Christ the King	Fibre	Phase One	\$765.00	\$844.00
Desmarais	Wireless	Phase Two	\$250.00	\$844.00
Holy Cross	Wireless	Phase Two	\$250.00	\$844.00
Holy Name (Essex)	Fibre	Phase Two	\$765.00	\$844.00
Holy Names	OC3	Phase One	\$765.00	\$844.00
Immaculate Conception	RADSL	Phase One	\$250.00	\$844.00
Langlois	Fibre	Phase One	\$765.00	\$844.00
Lassaline	Fibre	Phase One	\$765.00	\$844.00
Notre Dame	Fibre	Phase Two	\$765.00	\$844.00
Our Lady of Lourdes	Fibre	Phase One	\$765.00	\$844.00
OLMC	Fibre	Phase One	\$765.00	\$844.00
OLPH	Fibre	Phase One	\$765.00	\$844.00
Annunciation	Wireless	Phase Two	\$250.00	\$844.00
Queen of Peace	Wireless	Phase Two	\$250.00	\$844.00
Sacred Heart	NNI	Phase Two	\$250.00	\$844.00
St. Alexander	Fibre	Phase One	\$765.00	\$844.00
St. Angela	RADSL	Phase Two	\$250.00	\$844.00
St. Anne (Fr. Immersion)	Fibre	Phase One	\$765.00	\$844.00
St. Anne High School	OC3	Phase Two	\$765.00	\$844.00
St. Anthony	Wireless	Phase Two	\$250.00	\$844.00
St. Bernard (Amherstburg)	Wireless	Phase Two	\$250.00	\$844.00
St. Bernard (Windsor)	Fibre	Phase One	\$765.00	\$844.00
St. Christopher	Fibre	Phase One	\$765.00	\$844.00
St. Francis	Fibre	Phase One	\$765.00	\$844.00
St. Gabriel	RADSL	Phase Two	\$250.00	\$844.00

St. Gregory	Fibre	Phase Two	\$765.00	\$844.00
St. James	Fibre	Phase One	\$765.00	\$844.00
St. John	Fibre	Phase Two	\$765.00	\$844.00
St. John de Brebeuf	Wireless	Phase Two	\$250.00	\$844.00
St. John the Baptist	Wireless	Phase Two	\$250.00	\$844.00
St. John the Evangelist	Wireless	Phase Two	\$250.00	\$844.00
St. John Vianney	Fibre	Phase One	\$765.00	\$844.00
St. Joseph (River Canard)	Wireless	Phase Two	\$250.00	\$844.00
St. Joseph's Secondary	OC3	Phase One	\$765.00	\$844.00
St. Jules	RADSL	Phase Two	\$250.00	\$844.00
St. Louis	Wireless	Phase Two	\$250.00	\$844.00
St. Maria Goretti	Fibre	Phase One	\$765.00	\$844.00
St. Mary	Wireless	Phase Two	\$250.00	\$844.00
St. Michael Alt (Victoria)	Fibre	Phase One	\$765.00	\$844.00
St. Michael Alt (Essex)	RADSL	Phase Two	\$250.00	\$844.00
St. Michael Alt (Rhode's)	Fibre	Phase One	\$765.00	\$844.00
St. Peter	Wireless	Phase Two	\$250.00	\$844.00
St. Pius X	Fibre	Phase Two	\$765.00	\$844.00
St. Rose	Fibre	Phase One	\$765.00	\$844.00
St. Theresa	Wireless	Phase Two	\$250.00	\$844.00
St. William	Wireless	Phase Two	\$250.00	\$844.00
Stella Maris	Wireless	Phase Two	\$250.00	\$844.00
Transportation (Essex)**	Fibre	Phase Two	--	--
Villanova High School	Wireless	Phase Two	\$250.00	\$844.00

\* NOTE: Cost for Assumption Connectivity is included with the Catholic Education Centre.

\*\* NOTE: At this time, cost for Transportation Connectivity is currently provided through the Essex Civic Centre Partnership.

## CONNECTIVITY SPEEDS AND BREAKDOWN

OC3 - (155 Mbps) - 6 Sites
DSL - (RADSL) (Up to 7 Mbps down - 1 Mbps up) - 5 sites
NNI - (Network To Network Interface) - Up to 6Mb Down and 1 Mb up - 1 Site
Fibre Lan Extension (10 Mbps) - 23 sites
Fibre Lan Extension (100 Mbps Internal) - 1 site
RF Wireless - (10 Mbps) - 18 sites

**Appendix B**

**MEMBERS OF SMART COMMUNITY (WEDNET)**

Conseil Scolaire de District des Ecoles Catholiques du Sud-Ouest  
Corporation of the City of Windsor  
Corporation of the County of Essex  
Essex County Library  
Greater Essex County District School Board  
St Clair College of Applied Arts & Technology  
University of Windsor  
Windsor-Essex Catholic District School Board



1325 California Avenue  
 Windsor, ON N9B 3Y6  
 CHAIRPERSON: John Macri  
 DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
 March 4, 2008

## BOARD REPORT

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
 Mario Iatonna, Superintendent of Business

**SUBJECT:** **AUDIT COMMITTEE REPORT – NOTES FROM MEETING OF FEBRUARY 13, 2008**

**RECOMMENDATION:**

**That the Board receive the Notes from the Audit Committee Meeting of February 13, 2008 as information.**

**SYNOPSIS:** The Audit Committee was established by Board resolution at the June 26, 2006 Board meeting and the Board approved the Committee's Terms of Reference at the August 29, 2006 Board meeting. The Audit Committee members for the 2006 - 2010 election term consist of Trustees Soulliere, DiMenna and Porcellini. The chair for the 2008 calendar year is Trustee Porcellini.

**BACKGROUND COMMENTS:** In accordance with the Board By-Laws, committees are to report meeting activities either verbally or in writing. Notes from the February 13, 2008 meeting are attached.

**FINANCIAL IMPACT:** None.

**TIMELINES:**  
 Next meeting is scheduled for April 8, 2008.

- APPENDICES:**
- Notes from the February 13, 2008 Audit Committee Meeting
  - Special Education Budget Report for the Fiscal Year Ended August 31, 2007
  - 2008-09 Budget Schedule
  - Audit Committee Budget Status Report as of February 12, 2008

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: February 25, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: February 27, 2006
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: February 27, 2008



# Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6  
 Telephone: (519) 253-2481 Fax: (519) 253-0620  
 Joseph Berthiaume, Director of Education John Macri, Board Chairperson

## AUDIT COMMITTEE

**Wednesday, February 13, 2008 at 6:00 p.m.**  
**Windsor Essex Catholic Education Centre**  
**1325 California Avenue, Windsor**  
**St. Thomas Aquinas Meeting Room**

## NOTES

### PRESENT:

<b>Trustee Committee Members:</b>	M. DiMenna S. Porcellini L. Soulliere
<b>Administration:</b>	M. Iatonna K. Gignac
<b>Regrets:</b>	J. Berthiaume
<b>Recorder:</b>	C. Racine

1. Call to Order and Opening Prayer – The meeting convened at 6:00 p.m. and opened with a prayer.
2. Recording of Attendance – All trustees present.
3. Approval of Agenda/Questions Pertaining to Agenda  
**Moved by Trustee DiMenna and seconded by Trustee Porcellini that the agenda be approved.**
4. Disclosure of Interest – None.

Moved by Trustee Soulliere and seconded by Trustee DiMenna that pursuant to the Education Act – Section 207 and as authorized by Board By-Law 4:15/5, the Audit Committee go into a meeting which is closed to the public to discuss other protected information matters. *Carried*

The Board moved in-camera at 7:00 p.m.

5. *(In-Camera)* i) Draft Annual Audit Committee Report  
 ii) Verbal Update: Reconciliation for St. Joseph's and St. Anne School Project  
 iii) Legal Fees  
 iv) Board Initiated Pilot Programs

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Audit Committee move out of In-Camera.

The Board moved out of In-Camera at 7:40 p.m.

*Carried.*

*(Public)* **i. Election of Chair**

Trustee DiMenna respectfully declined. Moved by Trustee DiMenna and seconded by Trustee Soulliere that Trustee Porcellini be elected as Audit Committee Chair for the 2008 calendar year. *Carried.*

**ii. Special Education Budget Report for the Fiscal Year Ended August 31, 2007**

Superintendent Iatonna reported that this report was received at the February 12, 2008 Board meeting. Controller Gignac reported the following:

- In 2003-04, educational assistants started to provide lunchtime supervision, so that teachers could receive the required 40 minutes for lunch. These costs, estimated at the time at about \$600,000 per year, were charged against the special education allocation.
- In 2004-05, the grant was not added, as had been done in the past, to the special education allocation to offset the general costs for social workers, behaviour specialists and educational assistant lunchtime supervision costs. The special education budget in that year had a surplus of \$175,000 at year end.
- In 2004-05 the \$1M from the grant was not added to special education, as had been done in previous years and, furthermore, 100% of social workers', behaviour specialists' and educational assistants' costs were treated as special education expenditures.
- It appeared that, since funding from other grant sources was not added to the special education allocation for the 2004-05 school year, then in excess of \$1M in general expenditures was charged to special education contrary to the enveloping rules. Therefore, it further appears that at the end of 2004-05, there should have been a special education reserve in the amount of approximately \$1,175,000.
- In 2005-06 there was a deficit of \$700,000 in the special education budget followed by a \$1,481,000 deficit in 2006-07. The projected budget deficit for special education in 2007-08 at year end is \$565,000, which would result in a cumulative deficit of \$2,746,000.

A discussion occurred regarding replacement practices of supply teachers. Superintendent latonna reported that the Business Department is in the process of reviewing this area and will be providing Executive Council with a comprehensive report in the near future.

Superintendent latonna advised that budget preparations for 2008-09 have commenced.

### **iii. 2008-09 Budget Schedule**

A copy of the 2008-09 budget schedule was provided and reviewed. Superintendent latonna advised that the timelines were developed to allow input from stakeholders and SEAC, prior to the budget being brought forth to the Board for final approval.

### **iv. Audit Committee Budget Status Report**

The Audit Committee members received an administrative report that highlighted the variances identified between the 2007-08 budget and the projected year end expenditures. Superintendent latonna reviewed the report and provided an overview. A lengthy discussion occurred and Superintendent was requested to bring back further rationale pertaining for the following items: cost savings in second semester sessions, rationale for grievance and how teacher savings were achieved.

- Other Business/Questions

#### **6. Future Scheduled Meeting Dates:**

- April 8, 2008

#### **7. Closing Prayer and Adjournment – The meeting adjourned at 7:40 p.m.**

#### **Distribution:**

- Audit Committee Members (Trustees DiMenna, Porcellini and Soulliere)
- Trustees and Director of Education
- Administrative Resource to the Committee: M. latonna, K. Gignac





1325 California Avenue  
 Windsor, ON N9B 3Y6  
**CHAIRPERSON:** John Macri  
**DIRECTOR OF EDUCATION:** Joseph Berthiaume

**Meeting Date:**  
 February 12, 2008

## BOARD REPORT

**PRESENTED FOR:**      **Public**                        **In-Camera**              
    **Information**                        **Approval**           

**PRESENTED BY:**      Senior Administration

**SUBMITTED BY:**      Joseph Berthiaume, Director of Education  
    Mario Iatonna, Superintendent of Business  
    Ken Gignac, Controller of Finance

**SUBJECT:**              **SPECIAL EDUCATION BUDGET REPORT FOR THE FISCAL YEAR ENDED AUGUST 31, 2007**

**RECOMMENDATION:**

**That the Board receive the Special Education Budget Report as information.**

COPY

**SYNOPSIS:** A financial report for the Special Education program is submitted to the Board each year after the Financial Statements are released.

**BACKGROUND COMMENTS:** The Special Education allocation for 2006-07 was \$24,137,462. A breakdown of the allocation as determined by the Ministry is provided in the attached Appendix A. In addition to the Ministry allocation, additional revenue for the program in the amount of \$415,000 was received from the Ontario Psychological Association and from the Council of Directors of Education. Therefore, the total revenues available for Special Education in 2006-07 were \$24,552,462.

**FINANCIAL IMPACT:** The Budget Report attached in Appendix B, details the expenditures for the program for 2006-07. The year-end actual expenditures of \$26,033,503 exceeded both the original budget set by the Board and the available revenues. A deficit of \$1,481,041 versus revenues was realized as a result. The Board has addressed the year-end deficit through the Financial and Operational Plan approved on January 15, 2008.

**TIMELINES:** N/A

**APPENDICES:**

- Appendix A – 2006-07 Special Education Ministry Allocation
- Appendix B – 2006-07 Special Education Budget Report

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: February 4, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: February 5, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: February 5, 2008

**Ministry of Education  
Special Education Allocation**

**Appendix A**

	<u>Elementary</u>	<u>Secondary</u>	<u>Total</u>
Total Special Education Per Pupil Allocation (SEPPA)	\$8,550,266	2,740,050	\$11,290,316
Approved Personalized Spec Ed Equipment	350,000	50,000	400,000
Total High Needs Allocation Inc. Special Incidence Portion (SIP)	<u>9,323,000</u>	<u>3,124,146</u>	<u>12,447,146</u>
Total Special Education Allocation	<u><b>\$18,223,266</b></u>	<u><b>\$5,914,196</b></u>	<u><b>\$24,137,462</b></u>

## Appendix B

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**  
**2006/2007 SPECIAL EDUCATION**  
**BUDGET REPORT**

ENVELOPE	Staffing FTE	Original Budget	Year end Actual	Special Ed Allocation	Surplus < Deficit >
<b>TEACHERS</b>					
Elementary	98.5	7,277,168	7,649,717		
Secondary	37.0	2,615,457	2,751,650		
Supply		50,000	81,179		
<b>Sub-Total</b>	<b>135.5</b>	<b>9,942,625</b>	<b>10,482,546</b>	<b>10,133,175</b>	<b>(349,371)</b>
<b>PARA PROFESSIONAL SUPPORT</b>					
Educational Assistants	272.5	12,296,947	11,874,575		
Sign Language Interpreters	3.0	131,698	152,690		
Behavioural Specialist	9.0	541,820	422,753		
<b>Sub-Total</b>	<b>284.5</b>	<b>12,970,465</b>	<b>12,450,018</b>	<b>12,301,730</b>	<b>(148,288)</b>
<b>PROFESSIONAL SUPPORT</b>					
Psychological Services	2.5	261,365	189,074		
Speech Pathologist	7.1	647,115	617,152		
Social Work	10.0	856,000	805,033		
<b>Sub-Total</b>	<b>19.6</b>	<b>1,764,480</b>	<b>1,611,259</b>	<b>1,388,693</b>	<b>(222,566)</b>
<b>COORDINATOR</b>					
Supervisor	.5	65,000	72,728		
Coordinators	5.0	412,300	441,761		
<b>Sub-Total</b>	<b>5.5</b>	<b>477,300</b>	<b>514,489</b>	<b>72,919</b>	<b>(441,570)</b>
Text & Learning Materials		71,700	194,671		
Transportation		25,450	32,845		
Professional Development/Travel		110,000	123,062		
Grants from OPA and CODE				415,000	
ISA Equipment		80,000	624,613		
		<b>287,150</b>	<b>975,191</b>	<b>655,945</b>	<b>(319,246)</b>
<b>GRAND TOTAL</b>	<b>445.1</b>	<b>25,442,020</b>	<b>26,033,503</b>	<b>24,552,462</b>	<b>(1,481,041)</b>



1325 California Avenue  
 Windsor, ON N9B 3Y6  
 CHAIRPERSON: John Macri  
 DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
 January 29, 2008

**BOARD REPORT**

**Public**  **In-Camera**   
**PRESENTED FOR:** Information  Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
 Mario latonna, Superintendent of Business  
**SUBJECT:** **2008-09 BUDGET SCHEDULE**

COPY

**RECOMMENDATION:**

**That the Board receive the report on the 2008-09 Budget Schedule as information.**

**SYNOPSIS:**

In order to provide an orderly process for the preparation of the 2008-09 Budget, a proposed schedule has been developed.

**BACKGROUND COMMENTS:**

The proposed 2008-09 Budget Schedule is outlined in the attached Appendix A. It includes steps for soliciting input from school councils, committees and the general public. It also contains required consideration by the Audit Committee and the Board prior to ultimate approval of the budget by the Board.

**FINANCIAL IMPLICATIONS:**

Not applicable

**TIMELINES:**

Timelines are noted in the attached Appendix A.

**APPENDICES:**

Appendix A - 2008-09 Budget Schedule

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: January 21, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: January 21, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: January 22, 2008

**APPENDIX A****2008-09 BUDGET SCHEDULE**

(Revised: January 22, 2008)

- January 7, 2008** - commencement of budget preparation by administration
- March 24, 2008** - submission of initial draft budget to Executive Council for review and comment
- April 1, 2008** - provision of the revised draft budget to individual Trustees for review and comment
- April 8, 2008** - consideration of the draft budget by the Audit Committee
- approval by the Audit Committee to provide the draft budget to the Special Education Advisory Committee, school councils and the general public to solicit input
- April 10, 2008** - submission of the revised draft budget to the Special Education Advisory Committee for review and comment
- May 23, 2008** - final day for receiving comments from all parties on the budget
- June 10, 2008** - consideration of the final draft budget by the Board
- June 23, 2008** - approval of the final budget by the Board
- June 27, 2008** - submission of the budget to the Ministry of Education
- October 31, 2008** - compilation of actual enrolments to be used in providing revised budget estimates to the Ministry of Education
- November 28, 2008** - submission of revised budget estimates, based on October 31, 2008 actual enrolments, to the Ministry of Education

**NOTES:**

1. Dates are tentative and are subject to change.
2. The Ministry has yet to establish timelines for submissions by Boards. The dates shown are based on the experience of prior years and may change once the Ministry announces the timelines applicable to the 2008-09 Budget.
3. The Ministry of Education is not expected to announce its grants for student needs and other budget targets for several weeks. These announcements may impact the budget schedule.



1325 California Avenue  
 Windsor, ON N9B 3Y6  
 CHAIRPERSON: John Macri  
 DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
 February 13, 2008

## AUDIT COMMITTEE REPORT

**Public**  **In-Camera**   
**PRESENTED FOR:** Information  Approval  **COPY**  
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
 Mario latonna, Superintendent of Business  
**SUBJECT:** 2007-08 BUDGET STATUS AS OF FEBRUARY 12, 2008

**RECOMMENDATION:**

**That the Audit Committee receive the 2007-08 Budget Status as of February 12, 2008 as information.**

---

**SYNOPSIS:**

In order to ensure appropriate monitoring of the budget, a regular status report is to be submitted at each meeting of the Audit Committee. The current projection indicates a deficit of \$990,000 at year-end.

**BACKGROUND COMMENTS:**

The 2007-08 Budget Status report as of February 12, 2008 is provided in the attached Appendix A.

**FINANCIAL IMPLICATIONS:**

Provided in Appendix A.

**TIMELINES:**

Not applicable.

**APPENDICES:**

Appendix A - 2007-08 Budget Status as of February 12, 2008.

**APPENDIX A****2007-08 BUDGET STATUS**  
**AS OF FEBRUARY 12, 2008**

<b>CATEGORY</b>	<b>2007-08 REVISED BUDGET JAN. 15/08</b>	<b>2007-08 PROJECTION TO YEAR-END AUG. 31/08</b>	<b>2007-08 PROJECTED VARIANCE AT AUG. 31/08</b>
Classroom Teachers	122,772,200	122,390,000	382,200
Supply Teachers	3,336,321	3,223,021	113,300
Teacher Assistants	12,130,000	12,140,000	-10,000
Textbooks & Classroom Supplies	5,158,176	5,158,176	0
Computers	1,230,000	1,230,000	0
Professionals & Paraprofessionals	5,249,900	5,249,900	0
Library/Guidance	3,659,256	3,659,256	0
Staff Development	200,000	200,000	0
Department Heads	495,000	495,000	0
Principals & V.P.'s	10,046,500	10,182,000	-135,500
School Office	5,235,270	5,225,270	10,000
Consultants	1,361,963	1,361,963	0
Administration	7,162,700	7,162,700	0
School Operations & Maintenance	20,501,700	21,526,700	-1,025,000
Continuing Education	1,440,000	1,440,000	0
Transportation	8,099,000	8,099,000	0
Renewal	2,553,411	2,553,411	0
<b>TOTALS</b>	<b>210,631,397</b>	<b>210,631,397</b>	<b>-665,000</b>
Overtime	-50,000	0	-50,000
Miscellaneous Accounts	-275,000	0	-275,000
<b>GRAND TOTALS</b>	<b>210,306,397</b>	<b>210,306,397</b>	<b>-990,000</b>

**BACKGROUND**

- This is the first 2007-08 budget status report being submitted to the Audit Committee. Comments respecting categories with projected variances are as follows:

**CLASSROOM TEACHERS**

- A positive variance of \$272,200 is being projected based on a straight-line projection to year-end of actual expenditures that have been experienced to date.
- A further expenditure reduction in the amount of \$110,000 is being projected based on the elimination of 11 sections at the secondary school level commencing in the second semester.
- Therefore, a total positive variance of \$382,200 is being projected in this category to year-end.

**SUPPLY TEACHERS**

- A total positive variance of \$113,300 is being projected in this category to year-end.
- A detailed review of this category is in process and the results will be provided in a future budget status report.

**TEACHER ASSISTANTS**

- A negative variance of \$10,000 is being projected based on a straight-line projection to year-end of actual expenditures that have been experienced to date.

**PRINCIPALS AND VICE-PRINCIPALS**

- A negative variance of \$135,000 is being projected based on a straight-line projection to year-end of actual expenditures that have been experienced to date.

**SCHOOL OFFICE**

- A positive variance of \$10,000 is being projected based on a straight-line projection to year-end of actual expenditures that have been experienced to date.



## **SCHOOL OPERATIONS AND MAINTENANCE**

- A negative variance of \$150,000 is being projected for snow removal based on an historical average expenditure of \$350,000, which this winter is expected to approximate, and given that the budget was only approved at \$200,000.
- A negative variance of \$200,000 is being projected for Windsor Utilities Commission water rates due to the unexpected increase in rates announced in 2007 after the budget was set.
- A negative variance of \$800,000 is being projected on all other items in this category based on a straight-line projection to year-end of actual expenditures experienced to date.
- A positive variance of \$125,000 is being projected due to the final instalment of the grant from Natural Resources Canada for previous energy retrofit projects.
- Therefore, a total negative variance of \$1,025,000 is being projected in this category to year-end.

## **NOTES**

- Since overtime is included in a number of categories, the overtime reduction approved by the Board has been shown separately at the bottom of the attached table. The allocation of the overtime budget reduction to specific categories is being reviewed and further adjustments to these budgets may be recommended in the future. For now, the overtime reduction is being shown as a \$50,000 negative variance to reflect the impact on the projections to year-end.
- The reduction in miscellaneous accounts approved by the Board has also been shown separately at the bottom of the attached table. When individual accounts are identified for reduction, the budgets for the applicable categories will be subject to future adjustment. For now, the reduction in miscellaneous accounts is being shown as a \$275,000 negative variance to reflect the impact on the projections to year-end.
- A negative variance of \$12,400 in Administration may be forthcoming pending Board approval of proceeding with a non-union job evaluation study.

## **SUMMARY**

- The Ministry recently confirmed that the revised budget numbers of January 15, 2008 should be entered into the Ministry's online financial information system to reflect the actual budget that WECDSB is using to guide its 2007-08 operations. The revised budget numbers have been entered accordingly.
- **Based on the revised budget numbers and the projections for each category the projection of the entire Board budget to year-end at this time indicates a negative variance of \$990,000.**



1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: John Macri  
DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
March 4, 2008

## BOARD REPORT

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
Mario Iatonna, Superintendent of Business

**SUBJECT:** **ANNUAL AUDIT COMMITTEE REPORT 2007**

**RECOMMENDATION:**

**That the Board receive the Annual Audit Committee Report 2007as information.**

**SYNOPSIS:**

The primary function of the Windsor-Essex Catholic District School Board’s (WECDSB) Audit Committee is to assist the Board of Trustees in fulfilling its oversight responsibilities with respect to; quality and performance of external auditors, internal controls regarding financing and accounting, compliance with regulatory requirements as it relates to financial reporting, internal audit function of WECDSB administration and to review any matters referred to it by the Board.

**BACKGROUND COMMENTS:**

The Audit Committee was established by Board Resolution at the June 26, 2006 Board Meeting and the Board approved the Committee’s Terms of Reference at the August 29, 2006 Board Meeting.

The Audit Committee shall be a Standing Committee of the Board and comprised of three Trustees. For the 2006-10 term, the three Trustees named to the Audit Committee are Mary DiMenna, Shannon Porcellini and Lisa Soulliere. The Committee members appoint the Chair of the Committee annually. The chair for the 2006 year was Lisa Soulliere.

The Director acts as administrative support to the Committee with such other administrative personnel assisting the Committee as required from time to time.

In accordance with Terms of Reference and the Board By-Laws the committee is to report meeting activities either verbally or in writing.

During the 2006-07 school year, the Audit Committee met several times and carried out those activities detailed in the Terms of Reference and reviewing those items that were referred to the Committee by the Board. These activities included the following:

- developed and implemented the Audit Committee Terms of Reference
- reviewed the Price Waterhouse Coopers Business Practice Review
- reviewed the terms of engagement of the Audited Financial Statement for the 2006-07
- reviewed the process for architectural fees
- reviewed and amended Board Policy T:02 Conventions, Meetings, Out of Pocket Expenses

The Terms of Reference also require an annual report from the Audit Committee to the Board of Trustees. The annual report is to provide information on the Committee's activities and financial matters. The Committee shall also review its practices and procedures and make recommendations for changes to the policy, practices or procedures of the Audit Committee. The Audit Committee Report to November 30, 2007 is attached as Schedule A.

**FINANCIAL IMPACT:**

N/A

**TIMELINES:**

N/A

**APPENDICES:**

- Terms of Reference

**REPORT REVIEWED BY:**

EXECUTIVE COUNCIL  
 SUPERINTENDENT  
 DIRECTOR OF EDUCATION:

Review Date: February 19, 2008  
 Approval Date: February 27, 2008  
 Approval Date: February 27, 2008

## **Schedule A**

### **1. External Auditors**

#### **A. Activities of the Committee**

The Audit Committee met with the external auditors on behalf of the Board to review the August 31, 2006 audit on two occasions.

The external auditors met with Trustees on the Audit Committee independent of administration.

As the Committee was in its formative stages, the auditor was able to explain what the external audit function is and the necessity and purpose of an Audit Committee in ensuring that any concerns, reports and requests for information required or provided by the external auditors are done through the Audit Committee as representatives of the Board of Trustees.

The initial meeting with the external auditors took place on December 1, 2006. The draft auditor's report was presented to the Audit Committee on December 11, 2006. The financial report was presented by administration in December 2006 and the Board accepted the auditor's report in January of 2007.

#### **B. Areas for Improvement and Future Activities**

1. The Audit Committee's initial meeting with the external auditor should occur earlier in the audit process. It was suggested that this meeting should occur at the beginning of the audit work after the year-end so that the Audit Committee can bring to the attention of the external auditor, any areas of concern. The external auditors can also provide their initial assessment of what they anticipate encountering for the year under review.
2. All Trustees should attend the meetings with the external auditor as the information provided is independent of the Board's administration. Reports and communications are provided that contain detailed information useful to Trustees in fulfilling their oversight responsibilities.
3. The Audit Committee should review the requirement for a RFP for the provision of external audit services for the coming year since this has not been conducted in the last 5-year period.

#### **C. Positive Assessment**

1. Trustees should continue to meet with the external auditors independent of administration.

### **2. Internal Controls Regarding Finance and Accounting**

#### **A. Activities of the Committee**

An extensive review of internal controls was conducted as part of the review carried out by PricewaterhouseCoopers LLP.

The Audit Committee met with PricewaterhouseCoopers LLP on two occasions.

At the initial meeting, Trustees had an opportunity to discuss what reviews would be carried out and what outcomes could be expected with regard to the review.

After the review was substantially complete, PricewaterhouseCoopers LLP met with the Audit Committee a second time and reviewed the draft report and interviewed the Trustees with regard to the effectiveness of communication between administration and the Board of Trustees.

**B. Areas for Improvement and Future Activities**

1. There is no process in place to provide for Audit Committee reports on internal control reviews conducted by administration. Further discussion should be undertaken to determine what internal control reviews are done by administration and how those processes could be altered to provide for reporting of internal control reviews to the Audit Committee.

**C. Positive Assessment**

1. The review provided by PricewaterhouseCoopers served as a valuable tool to the Board.
2. The ability to review the report in detail within the Audit Committee structure provided for more in-depth discussion and understanding of the findings by the Trustees than could have been achieved otherwise.

**3. Financial Reporting**

**A. Activities of the Committee**

At several of the Committee's meetings, Trustees and administration discussed the requirement for regular quarterly reports in an appropriate format.

A number of sample reports were reviewed by the Committee to determine what would be useful to the Board in reviewing quarterly financial information.

Ultimately, the current format of financial reporting was selected. This includes both a financial statement and a narrative that clearly explains the financial position of the Board in a consistent manner.

**B. Areas for Improvement and Future Activities**

1. Input from Trustees should be taken on an ongoing basis to ensure that the financial reports that are presented are meaningful to Trustees in decision-making.
2. Budget processes should be reviewed to ensure that Trustees and the community have input into the budget process in a meaningful way.

**C. Positive Assessment**

1. Quarterly financial reports are being provided to Trustees in a timely, consistent manner.
2. Financial issues are discussed in a setting that provides for in-depth understanding and dialogue.

#### **4. Communication**

##### **A. Activities of the Committee**

The Committee Chair has provided notice verbally in public meetings of the Board with regard to upcoming meetings of the Audit Committee. Agendas for meetings of the Committee are provided by email to all Trustees.

Meetings are conducted as public meetings unless the Committee is required to go in-camera for an item that is of an in-camera nature.

Verbal reports of meetings have been made in public and in-camera meetings of the Board, as appropriate.

The Board in public and in-camera meetings, as appropriate, has received minutes of the Audit Committee as information.

The first annual report of the Committee is being presented herein.

##### **B. Areas for Improvement and Future Activities**

1. A more effective way of communicating upcoming meetings of the Audit Committee could be developed to provide for better public awareness.

##### **C. Positive Assessment**

1. Activity of the Committee is documented in Board minutes.

#### **5. Review of items referred by the Board to the Committee**

##### **A. Activities of the Committee**

The Audit Committee reviewed several items that were referred to it by the Board.

1. Architects
2. Trustees Expense Policy
3. Absenteeism Rates among Employee Groups

##### **B. Areas for Improvement and Future Activities**

1. RFP for Architects.
2. Policy amendments on consultants including Architects.
3. Increased Trustee involvement to review areas of concern.

##### **C. Positive Assessment**

1. Issues are discussed in a setting that provides for in-depth understanding and dialogue among those in attendance.
2. Trustees were able to provide input to outside organizations in an informed and professional manner to lobby for positive change.



# Windsor-Essex Catholic District School Board

## AUDIT COMMITTEE

### Terms of Reference

#### 1. Responsibilities

The primary function of the Windsor-Essex Catholic District School Board's (WECDSB) Audit Committee is to assist the Board of Trustees in fulfilling its oversight responsibilities with respect to:

1. the quality, performance and independence of WECDSB external auditors;
2. the quality, integrity and performance of WECDSB internal controls regarding finance and accounting;
3. the quality, integrity and appropriateness of WECDSB financial reporting;
4. WECDSB compliance with regulatory requirements as it relates to financial reporting.

Internal audit function of WECDSB is the responsibility of administration. All results of internal control reviews found by administration will be brought to the Audit Committee.

The Board can refer items to the Committee for review.

Any findings of the Committee should be brought to the Board for action. The Committee may recommend action to the Board.

#### 2. Membership

The Audit Committee of the WECDSB shall be a Standing Committee of the Board.

The Audit Committee shall be comprised of three Trustees as determined by the Chair of the Board.

Trustees shall be appointed to the Audit Committee at the beginning of each term of office for the full term of office of Trustees.

The Chair of the Committee will annually be appointed by the members of the Committee.

The Director of Education shall act as a resource to the Committee. The Director will provide such other staff resources from time to time as the Committee requires in carrying out its objectives.

Administrative support will be provided.

Should the Committee determine that outside consultants, at a cost to the Board, are required to provide support on specific matters, the Committee shall make such recommendation to the Board. The Board shall determine if an outside consultant should be retained to assist the Committee and the Board shall determine the terms of engagement of the outside consultant.

### **3. Meetings**

The Audit Committee shall meet a minimum of six times a year. Additional meetings shall be at the call of the Chair of the Committee.

The Committee shall meet with the external auditors of the Board annually:

1. prior to commencement of the year end audit process; and
2. at the completion of the audit process to receive and review the draft audited statements.

Any additional meetings with the external auditor shall be as required and at the request of the Committee and/or the external auditor.

Meetings with the external auditors to review the terms of engagement and the draft audited financial statements shall be with Trustees and the external auditor.

The Committee shall meet in private to discuss those items that the Board is entitled to discuss privately.

Agendas shall be prepared for each meeting of the Committee in accordance with Board By-laws. Each agenda of the Committee shall be circulated to all Trustees of the Board to allow for attendance of any Trustee at any meeting of the Audit Committee. In accordance with the Board By-laws, all Trustees are entitled to attend the Audit Committee meetings, however, only those Trustees appointed to the Committee are entitled to vote and only those Trustees appointed to the Committee will be considered in establishing quorum for any meeting.



#### 4. Responsibilities and Duties

To fulfill its responsibilities and duties, the WECDSB Audit Committee shall:

##### External Auditors

1. The external auditors are ultimately accountable to the Audit Committee and the Board of Trustees. The Audit Committee shall review the independence and performance of the auditors; participate in any recommendation to the Board of Trustees for the appointment of the external auditors or the approval of any discharge of external auditors. The Board shall undertake a Request for Proposal (RFP) at least once in every five (5) year period for the appointment of external auditors and the Committee shall participate in the RFP process for the hiring of external auditors with recommendation to the Board from the Audit Committee.
2. The Committee shall, prior to the annual audit by the external auditors:
  - a. review all significant written communications between the external auditor and administration, such as any management letter or any item where the external auditor has made recommendations;
  - b. review any documentation that would reveal issues that were raised at the last audit and assess resolution of the issues;
  - c. review with the external auditors their audit plan;
  - d. discuss and recommend audit scope, staffing, locations, reliance upon management, and internal audit and general audit approach;
  - e. provide to the external auditor, a listing of concerns that have been reviewed by the Audit Committee during the year.
3. The Committee shall, at the conclusion of the annual external audit, request a report by the external auditors describing:
  - a. results of the audit including any material issues raised by the most recent audit by the external auditors;
  - b. quality and appropriateness of the Board's accounting principles as applied in the Board's financial report;
  - c. any weaknesses found in the internal control systems of the Board;
  - d. any recommendations for improvement to internal control systems of the Board;

- e. any item the external auditors are required to submit to management by law or any other item the external auditors wish to bring to the Board.

#### Review Procedures

1. Review WECDSB annual audited financial statements and provide comment to the Board of Trustees.
2. Review with Senior Management the quarterly financial statements and provide comment to the Board of Trustees.
3. Review revenue and expense source documents and underlying documentation supporting the financial statements as determined by the Committee or through requests by the Board or by any Trustee.
4. At least once annually, review policies and procedures pertaining to reimbursement of expenses and use of board-owned property for currency and completeness.

#### Communications

1. After each meeting, the Audit Committee will report to the Board of Trustees, either in writing or orally, at the discretion of the Board. The Committee will prepare an annual report on the Committee's activities and financial matters, which will be presented to the Board of Trustees.
2. The Committee shall review its practices and procedures annually; including in its annual report to the Board any recommendations for changes to the policy, practices or procedures of the Audit Committee.

Approved by the Board: August 29, 2006



1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: John Macri  
DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
March 4, 2008

## BOARD REPORT

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
Cathy Geml, Superintendent of Education

**SUBJECT:** **SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)  
MEETING OF JANUARY 17, 2008**

**RECOMMENDATION:**

**That the Board receive the Minutes of the January 17, 2008 Special Education Advisory Committee meeting as information.**

**SYNOPSIS:** The Special Education Advisory Committee (SEAC) is an advisory committee mandated through the Education Act as a standing committee of each school board. All minutes of the Special Education Advisory Committee are to be received by the Board.

**BACKGROUND COMMENTS:** The Special Education Advisory Committee reports to the school board and makes recommendations to the board regarding special education programs and services. Regulation 464/97 sets out requirements for school boards with respect to Special Education Advisory Committees and outlines their role, membership, and scope of activities. The regulation requires SEACs to meet at least ten times in each school year.

**FINANCIAL IMPACT:** n/a

**TIMELINES:** The next SEAC meeting occurred on Thursday, February 14, 2008 at the Catholic Education Centre. Minutes will be provided following approval by SEAC.

**APPENDICES:**

- Special Education Advisory Committee Minutes of January 17, 2008

**REPORT REVIEWED BY:**

<input type="checkbox"/>	EXECUTIVE COUNCIL	Review Date: - -
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date: February 22, 2008
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: February 27, 2008



## Windsor-Essex Catholic District School Board

1325 California Ave., Windsor, ON N9B 3Y6

Phone: (519) 253-2481

Fax: (519) 253-0620

### SPECIAL EDUCATION ADVISORY COMMITTEE MEETING

Thursday, January 17, 2008 – 6:00 P.M.

Windsor Essex Catholic Education Centre

1325 California Avenue, Windsor

### MINUTES

Present:	Bev Clarke	Learning Disabilities Association (Chair)
	Lisa Soulliere	Trustee member (Vice-Chair)
	Tom Aymar	Maryvale Adolescent & Family Services
	David Beresford	Community Living
	Paula Nantais-Murphy	Downs Syndrome ParentsCas Graham-Stuart
	Cas Graham-Stuart	Autism Ontario Windsor-Essex
	Rita Raniwsky	Principals' Association (Ex-officio)
	Cathy Geml	Superintendent, Learning Support Services

1. Call to order – Bev Clarke, Chair
2. Opening Prayer – SEAC prayer together
3. Welcome/Introductions
4. Recording of Attendance  
Regrets were received from Mary DiMenna and Anne Marie Drkulec.
5. Approval of Agenda  
**Motion by Lisa Soulliere and seconded by Cas Graham-Stuart that the Agenda be approved as printed and circulated. Carried**
6. Agenda Questions from Observers - None
7. Disclosure of Pecuniary Interest – None
8. Approval of Minutes – November 20, 2007  
**Motion by David Beresford and seconded by Paula Nantais-Murphy that the Minutes of November be approved. Carried**
9. Election of SEAC Executive  
Nominations were called for the position of Chair. Lisa Soulliere was nominated and accepted the nomination. There were no other nominations. Lisa Soulliere was acclaimed as Chair of SEAC for the 2008 calendar year.

Nominations were called for the position of Vice-Chair. Bev Clarke was nominated and accepted the nomination. There were no other nominations. Bev Clarke was acclaimed as Vice-Chair of SEAC for the 2008 calendar year.

10. Business Arising - None

11. Information Items

Report on the Budget by Mario Iatonna, Superintendent of Business –

- This year Mario would like to make a change, whereby ample opportunity for public and SEAC input is provided regarding the Special Education budget before the final meeting in June. It is hopeful that he will have a draft in the next 6 – 8 weeks to submit to SEAC and provide numbers for funding. Comments and advice will be welcome for the allocation of these fixed funds. Mario has suggested that a draft copy of the Special Education budget be brought forth for the upcoming year at an early meeting in April for discussion and input.
- Although there is a mandate on how to spend the Special Education allocation, Mario wants to make apparent and transparent just how the money is being used within a report so that the SEAC committee can understand and get a clear picture of the budget.

12. Report from Chair –

- Bev Clarke shared a handout at the meeting from the Association for Bright Children. The Board supports differentiated instruction workshops for teachers, which includes training for instruction of gifted/ enriched students. Rita Raniwsky discussed the strategies used at St. Bernard in Amherstburg, which include independent studies, using students as peer coaches and having students do presentations to the class or to small groups. These techniques have proven effective in motivating gifted students.

13. Report from Trustees

- Lisa Soulliere requested that we hand out a copy of a letter to the committee from the District School Board of Niagara to our Board Chair regarding their funding formula for Special Education and request of endorsement of a motion by that Board to the Assistant Deputy Ministry of Special Education.

14. Report from Superintendent

- Safe Schools Update – Cathy Geml briefly explained the mandate of the PPM on Safe Schools. A new pilot program for students suspended 6 or more days will be stationed at W. J. Langlois. A behaviour specialist and teacher will be available to help students with work provided by their teachers, along with non-academic support from a social worker assigned to the program. However, the program is optional as directed by Ministry regulation. Bruno Limarzi was appointed Vice-Principal of Safe Schools, who will oversee the project. At the secondary level, we will maintain the

programs we are presently working with, which includes Turning Point for long-term suspensions.

- Schools will continue to work on developing progressive discipline procedures in our schools. We must now show documented evidence of progressive discipline. Principals must consider all mitigating circumstances regarding an infraction. We are looking to non-academic counselling, psychological assistance, social work and community links as supports.
- The Safe Schools PPM 112 must be mandated quickly and the two pilots, elementary and secondary must be in place by February, 2008. The new legislation must be strictly adhered to and we will review how it goes from Feb. to June of this year.
- Coaching to Inclusion 2007 – Educator of the Year Award. We sent SEAC a copy of the congratulatory letter to Mena Vincelli for winning the award, which was well received by the committee.
- Cathy spoke to the committee regarding a change in location for the SEAC meetings to the Blessed Marie Rose Durocher Conference Room. The next meeting is February 14, 2008. There will be no meeting in March, due to the March Break. There will be a working budget meeting on April 10 and a meeting with Mario Iatonna on April 24. The following month, the meeting will be held on Thursday, May 15 and Thursday, June 12. We will notify all members of these dates via e-mail.

15. New Business –

- Lisa Soulliere asked Cathy Geml for an update on the PALS Training. Cathy reported that 117 out of 147 LSSTs have been trained and the sessions went very well. Teachers are very impressed and enthused about the PALS program. We were also able to train the speech pathologists, coordinators and ESL teachers. All 41 schools have implemented PALS as of January 2008. Rita Raniwsky commented that she felt this would prevent students falling through the cracks as there is more linkage over grades and it allows for building on skills from one grade to the next. The PALS program is a great support for literacy reinforcement. Cathy would like to invite a few teachers to the last meeting in June to report on their classroom experiences with the PALS program.
- Cathy Geml reported on another support to start soon, which involves working with the Learning Disabilities Association to help tutor students in the junior level who require intervention to move ahead. Along with support from Sharon O'Hagan-Wong, Supervisor – School Effectiveness Lead, we are about to enter a partnership offering another support outside of school time.

16. Association Reports -

- For the LDAO Bev Clarke reported on Henry Winkler, an author and celebrity speaker with Adult dyslexia coming in October of 2008. There is no set date yet, but they believe it will be held at the St. Clair Centre for the Arts.

- Bev also reported on the LDAO working with University of Windsor professors who will take students on internships to do assessments on students, a service usually amounts to between \$1800 and \$2500, for \$300. This is a wonderful service, but they cannot advertise it, so that it ensures anyone in great need financially is considered first. It will involve a clinical assessment committee offering an internship to provide assessments 10 months of the year. Assessments will be varied and involve children, youth and adults. This is being initiated because there are LD children not obtaining services, or behavioural support, because they require an assessment. The agency gets \$50 for administration and \$250 goes into University fund for graduate students working with the learning disabled. They will also do the feedback (meetings in the schools etc.), and a valid, legitimate and helpful report. Many of these assessments have been from our Board.

17. Closing Prayer – Our Father

18. Adjournment – Motion to adjourn from Lisa Soulliere  
The meeting adjourned at 7:25 p.m.

-Date of next meeting – Thursday, Feb. 14, 2008

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